

IPR Online Student Handbook 2011

Welcome!

You have chosen to invest in an exciting future. Please take time to be familiar with all the information contained in the IPR Online Student Handbook. It is important and will serve as a guide to your time at IPR. The IPR Online Student Handbook is a living document. When and if additions or changes are made, they will be reflected in real time. If you have questions about any of the policies or procedures, please contact the appropriate IPR office. IPR faculty and staff are pleased that you are here and will support you in your quest for success.

Rebecca Buller, Dean of Students

Academic Information

GRADING

The purpose of training is to prepare graduates for entry-level employment and success in their chosen careers. Grading is administered to correlate the student's progress in terms related to employee proficiency expected by business and industry. Grading is based on daily performance in class and laboratory and the student's level of achievement on assignments, laboratory projects, and exams. Letter Grade Percentage GPA Indicates a superior grasp of material earned through excellent performance on assignments and examinations and is a strong indication of career success.

- A** **Excellent (4.0):** Indicates a superior grasp of material as demonstrated by excellent performance on assignments and examinations, a strong predictor of career success.
- AD** **Audit (0):** Indicates that the student audited this course and received no credit for the course.
- B** **Above Average (3.0):** Indicates an above average level of proficiency, a strong indication of career success.
- C** **Average (2.0):** Indicates a satisfactory level of achievement to enable successful employment or completion of further coursework.
- D** **Below Average (1.0):** Indicates a marginal level of achievement.
- F** **Fail (0):** Indicates unsatisfactory performance. A student earning a grade of "F" in any required course must repeat that course satisfactorily prior to graduation.
- F*** **Fail:** Indicates that a student has failed this course and, in a subsequent quarter, has retaken the course and successfully completed the requirements.
- I** **Incomplete (0):** Indicates that a student has not completed all work required for the course because of some unusual event. Incomplete work must be made up. "I" grades may be given only with the approval of the instructor and the dean of faculty or students. An incomplete grade not completed by the deadline will be changed to an "F" and will be included in the cumulative grade point average.
- FL** **Fail:** Indicates unsatisfactory performance in a pass/fail course. The student must repeat that course with a grade of pass prior to graduation.
- FD** **Fail/Drop (0):** Indicates that a student has dropped a class after the 75% completion point of the quarter and failed to complete the requirements to earn a passing grade. The student must repeat any course required for graduation with a passing grade.
- L** **Lab (0):** Indicates that a student has a lab component of a class. The lab component is factored into the final grade of the lecture class and is not considered in the credits attempted or grade point average calculation.
- P** **Proficiency through Advanced Standing:** Indicates that the student has earned credits for this course by successfully demonstrating proficiency through advanced standing.
- PL** **Prior Learning (0):** Indicates that a student has received credit for this course by successfully documenting prior learning, received outside of the traditional classroom, equivalent to the academic content.

- PS Pass:** Indicates satisfactory performance in the lab section of the corresponding passing grade in the lecture course.
- TR Transfer Credits:** Indicates that the student has earned transfer credits for this course at another institution or from another program of study at a Globe Education Network member school.
- W Withdrawal (0):** Indicates that a student has withdrawn from the course prior to 75 percent of the scheduled class meeting sessions.
- WE Work Experience (0):** Indicates that a student has received credit for this course by successfully documenting professional work experience closely related to the defined course work.
- WM Withdrawal for Military Duty (0):** Indicates that a student has withdrawn from the course prior to 75 percent of the scheduled class meeting sessions due to military commitments.

Program Withdrawals

Students who wish to withdraw from a program should begin this process by meeting with the Student Success Coordinator.

Leave of Absence Policy

IPR does not allow for a leave of absence. However, under extenuating, unavoidable circumstances (e.g., jury duty, medical reasons, or military service), IPR will allow students to withdraw with “intent to return.” Students on “Intent to Return” status will need only sign a new enrollment agreement to reactivate their student status. Any student who ceases attendance without an approved documented “withdrawal with intent to return” must seek re-admission through the Registrar’s Office upon return. Students with the status of “Intent to Return” who do not return within 180 calendar days must likewise seek re-admission upon return.

Requests for “Intent to Return” status must be made in writing to the Student Success Coordinator and will be evaluated on an individual basis.

Course Numbering at IPR

The following provides a guideline for course numbers and class sequencing:

001 – 099 Pre-college level, preparatory courses.

100 – 199 Courses having no prerequisite & courses normally taken during first quarter.

200 – 249 Courses normally having prerequisites from 150 – 199 level.

250 – 299 Courses normally having prerequisites from 200 – 249 level.

Graduation Requirements

In order to graduate, students must attain an overall minimum cumulative grade point average of 2.0, and successfully complete all required courses in the program. Candidates for graduation must complete an exit interview and be free of indebtedness to the school.

Degrees

Upon successful completion of requirements for graduation, the school will award the appropriate degree.

Honors

In order to stress the importance of academic performance, the school awards honor certificates to qualifying students. A student who graduates with a cumulative grade point average of 3.5 or above will achieve honors recognition.

| Cumulative GPA | Honor Awarded |
|-----------------------|----------------------|
| 3.90 – 4.00 | Summa Cum Laude |
| 3.76 – 3.89 | Magna Cum Laude |
| 3.50 – 3.75 | Cum Laude |

SATISFACTORY ACADEMIC PROGRESS (SAP)

IPR Satisfactory Academic Progress Policy

Federal regulations require the education and financial aid departments to monitor the academic progress of all active students toward the completion of their program of study. This monitoring process is called Satisfactory Academic Progress (SAP). The complete academic record of a student's current program is considered regardless of whether financial aid was received. In addition, IPR calculates Satisfactory Academic Progress for non-degree students in the area of cumulative grade point average and completion rate.

Academic progress is evaluated each quarter using three factors: grade point average, percentage of attempted credits completed and maximum number of credits allowed. Failure to maintain satisfactory academic progress may result in cancellation of eligibility to receive Federal Title IV funding, institution-based scholarships or other financial aid.

SAP Requirements

In order to be making satisfactory progress, a student must meet all of the following requirements:

- 1) Achieve the cumulative grade point average (CGPA) required at each evaluation point.
- 2) Maintain a 67 percent cumulative completion rate. Completion rate (CMTF%) is calculated as:
$$\frac{\text{all successfully completed credits}^*}{\text{all attempted credits}^*}$$
- 3) Complete all program requirements within the maximum time frame/maximum credits, which is 150 percent of the minimum number of credits required to graduate. For example, if a program requires 100 credits, the student may attempt a maximum of 150 credits.

*Only credits of courses that may be applied to the student's current program of enrollment will be considered in the above equation.

How courses are counted

Successful completion of a course of study requires a grade of A, B, C, or D. Grades of F, I, W, and N do not constitute successful completion of a course. See below for detailed information about the effect of grades on Satisfactory Academic Progress.

Grades of A, B, C and D earned in Institute of Production and Recording courses

Courses with grades of A, B, C and D count as credits attempted and completed. These grades count toward the CGPA as follows: A = 4.0, B = 3.0, C = 2.0, D = 1.0.

Grades of F earned in Institute of Production and Recording courses

Courses with grades of F count as credits attempted, but not completed and count toward the CGPA as 0 points. If a course is repeated, only the most recent grade counts toward the CGPA. A course may only be attempted three times.

Dropped Courses and Course Repeats

The credits for all withdrawals after the add/drop period (whether initiated by the student or school) will be counted in the calculations for cumulative credits attempted.

If a course is repeated, only the most recent grade counts toward the CGPA; however, both courses will count as attempts and will be considered in the completion rate calculation. Courses dropped due to military commitments will not be considered in the completion rate calculation.

Incomplete Courses

Courses with grades of I, W, and N are not complete and therefore count as credits attempted, but not earned. These grades are not factored into the CGPA, but are considered in calculating completion rate.

If a student has an incomplete course at the time of the SAP calculation, the credits are counted as attempted, but not completed. An incomplete is not counted toward the CGPA. Whenever a student's grade of incomplete is changed to a letter grade, SAP is recalculated for that student with the final grade being replaced in the SAP calculation.

Course Repeats

If a course is repeated, only the most recent grade counts toward the CGPA. If a student drops an individual course during the add/drop period the course does not count as an attempt. If a student is still enrolled in the course when the add/drop period ends, the course will count as an attempt and will be considered in the completion rate, even if the student subsequently withdraws from the course. Students have three attempts at a course. Grades of W and/or F count as credits attempted.

Transfer, Test-Out, Prior Learning, Audit and Work Experience Credit (Non-Punitive Grades)

Transfer (TR) credits count towards credits attempted and credits completed, and are not factored into the CGPA. Transfer credits will count in the 150 percent time frame calculation. Advanced standing (P) credits, prior learning (PL) credits, audit (AD) credits, and work experience (WE) credits do not count toward credits attempted and credits completed, and are not factored into the CGPA.

Change in Program

If a student changes programs, all courses that can be applied to the new program are used in all SAP calculations (CGPA, completion rate and maximum time frame), including courses with grades of W or F. Courses that are not in the new program are excluded from all SAP calculations. A determination of courses that may be included in the new program as electives will be made in consultation with the dean of students.

Additional Degrees

If a student earns a credential at IPR and enrolls in another program for an additional credential, all courses that have been successfully completed and can be applied to the new program are used in all SAP calculations (CGPA, completion rate and maximum time frame/maximum credits). Courses that are not in the new program, including courses with grades of W or F, are excluded from all SAP calculations.

Non-Credit/Remedial Courses

A student not seeking an academic credential will be measured by SAP.

Foundations (remedial) courses may be required as part of the student's program based on the student's placement test score. The foundations courses will then be included in both the qualitative and quantitative calculations, with the overall program credit requirements increasing to reflect the foundations course(s).

Evaluation Points and Standards

A student in active status is evaluated at the end of each quarter. The following evaluation standards are based on maximum program length and credits attempted. The maximum program length is 150 percent of the total credits required for program completion. All applicable courses attempted are included in this evaluation measurement. Any time a student is unable to complete a program within the maximum time frame/maximum credits allowed, or to meet the minimum grade point average required to graduate, the student will lose financial aid eligibility and will be expelled from school.

| Associate in Applied Science Degree Programs | | | |
|--|------------------------------|---|-----------------------------------|
| Formal Evaluation Point (Total number of credits attempted) | Required Minimum CGPA | Required Minimum Completion Rate CMFT% | Result if Standard Not Met |
| 19-36 credits attempted | 1.25 | 55% | Warning |
| 37-71 credits attempted | 1.50 | 60% | Warning |
| 72-108 credits attempted | 2.00 | 67% | Expulsion |
| 109-144 credits attempted | 2.00 | 67% | Expulsion |
| 145 credits and above | 2.00 | 67% | Expulsion |

Individual program standards tables listing all evaluation points, expected minimum qualitative and quantitative standards, and the results if those standards are not met, are available in the academic services offices.

End of first academic year is defined as 36 credits. On subsequent evaluations, this standard will increase and must meet a minimum of 2.0 CGPA and 67 percent completion rate by the time the student reaches any of the following:

1. Credits equivalent to two academic years = 72
2. Credits equivalent to three academic years = 108
3. Credits equivalent to four academic years = 144
4. The maximum allowable credit attempts for the program
5. Sufficient credits completed to graduate

STUDENTS NOT MEETING SAP REQUIREMENTS

Students in active status are monitored at the end of every quarter based on the evaluation standards above to help ensure successful progression from one evaluation point to the next. A student who is not meeting SAP requirements will be given an academic alert, placed on warning, expelled from financial aid or terminated from school as follows:

Academic Alert

A student who is not at an evaluation point as shown on the chart and who fails to meet either a 2.0 CGPA or 67 percent completion rate during any quarter will be placed on Academic Alert at the end of that quarter. The student will receive written notification within ten business days of the end of the quarter when an academic alert is issued. The academic alert notice will also inform the student of resources available for assistance through the academic and student services departments. Additional support services will be discussed as necessary. During the quarter the student is placed on academic alert, he or she will be eligible to receive financial aid.

Warning

A student who does not meet the indicated standard(s) at a required evaluation point that prescribes Warning as a result will be placed on Academic Warning (see Evaluation Points and Standards chart). A student who has attempted 19 to 36 of his or her required credits will be placed on warning if not meeting SAP

requirements (see Evaluation Points and Standards chart). A warning notice will be distributed within ten business days of the end of the quarter. The warning notice will also inform the student what GPA the student must achieve and the number of credits the student must successfully complete by the end of the warning quarter in order to meet the minimum requirements by the next evaluation point. The student will be expected to meet with the education department to ensure the student understands the application of satisfactory academic progress standards, and must sign a consultation form to verify that understanding. Additional support services will be discussed as necessary.

Expulsion

A student who, at an evaluation point that requires Expulsion (see Evaluation Points and Standards chart), does not achieve the minimum requirements will be expelled from school and financial aid. The student will be notified in writing of the expulsion within ten business days of the end of the quarter. It is recommended that the student meet with the dean of students to ensure the student understands the application of satisfactory academic progress standards and sign a consultation form to verify that understanding. Additional support services will be discussed as necessary.

Financial Aid Expulsion - Extended Enrollment Status

An expelled student may request to enter extended enrollment status to retake courses in order to meet SAP requirements. A student in extended enrollment status will be charged full tuition and fees and will not be eligible to receive financial aid.

If the student has not met the minimum requirements for the evaluation point at the end of the extended enrollment quarter, the student will remain in extended enrollment status, provided the student has earned a minimum quarter grade point average of at least 2.0 and a quarter completion rate of at least 67 percent.

A course taken while a student is in extended enrollment status will count as credits attempted in the completion rate calculation and the grade for the repeated course will replace the previous course grade in the CGPA calculation. The student will remain expelled from financial aid until meeting the minimum requirements specified for the next evaluation point.

In no case can a student exceed the maximum time frame/maximum credit limit (150 percent of program length) either as a regular student or in an extended enrollment status and receive the original credential for which enrolled.

Reinstatement

A student who meets SAP requirements during the extended enrollment period will be reinstated as a regular student and will be eligible to receive financial aid.

Appeals and Mitigating Circumstances

A student who disagrees with the application of Satisfactory Academic Progress standards, or feels that there are mitigating circumstances that warrant the waiving of Satisfactory Academic Progress standards, may appeal in writing to the dean of students. The appeal must be filed within two weeks after the student is placed on warning or financial aid expulsion. A campus and corporate appeals committee will determine if the appeal is warranted.

Mitigating circumstances must consist of personal injury, poor health, family crisis or other unusual and significant occurrences outside the control of the student. Mitigating circumstances must be documented, and the student must demonstrate that such circumstances had an adverse impact on the student's Satisfactory Academic Progress in the academic program. No waivers will be granted for graduation requirements.

A student who is granted a waiver of SAP policy will be placed on Probation and will sign a consultation form stating the academic outcomes that must be met in order to remain in school. The student will be considered to be making SAP and will be eligible for financial aid as long as the conditions on the consultation form are met. Enrollment of a student who fails to meet those conditions will be terminated.

PROGRAM TRANSFER

A student interested in transferring between programs may do so a maximum of two times, or at the discretion of the dean of students. A student must be meeting Satisfactory Academic Progress requirements to be eligible for a program transfer. Only courses that may be applied toward the new program will be transferred and counted in SAP calculations. A student transferring between programs must complete a status change form with the academic services department.

GRADUATION REQUIREMENT

In order to graduate, a student must attain a 2.0 cumulative grade point average and complete all program requirements within 150 percent of the maximum time frame/maximum credits.

Transfer of Credit Policy

Credits for successfully completed courses at other institutions accredited by agencies recognized by the United States Department of Education may be transferred upon the approval of the designated school official. In order to determine transfer of credit, a student must submit official transcripts from any previous school attended. The following conditions apply:

1. All transferable credits must have earned a grade of C or better and be at the college level of 100 or above.
2. A maximum of 50% of total program credits may be transferred in for a degree program. Transfer credit includes credits from other institutions, credit awarded for work experience, and credit earned through competency examinations.
3. IPR awards quarter credits. In considering transfer courses, a semester credit is equivalent to 1.5 quarter credits.
4. Courses considered for transfer must normally be completed prior to commencement of attendance at IPR. Any courses completed at another institution after a student has begun attendance at IPR will be subject to a \$50 transfer fee, per quarter credit hour.
5. Only those courses that are applicable to a student's chosen degree will be considered for transfer.
6. A course approved for transfer must be comparable in nature, content, and level and must meet the same basic educational objectives as an equivalent IPR course and may not be one of the IPR required core courses.
7. Transfer credits do not affect a student's grade point average (GPA). Courses transferred in will be recorded on the IPR transcript as "TR".

Transfer of credit evaluations are usually mailed from the Office of the Registrar within 10 working days of receipt. Credits obtained at IPR are not universally transferable to other schools and acceptance is always up to the receiving institution. A student who hopes to transfer IPR credits to another school is advised to check with that school in advance.

If a course is a direct equivalent to a required general education course and quarter credits match, transfer as equivalent course.

AP classes: IPR currently accepts as transferable Advanced Placement (AP) test scores of 3 or higher in appropriate courses. These AP scores are usually found on the High School Transcript.

Send official transcripts to:
IPR Office of Registrar
312 Washington Avenue North
Minneapolis, MN 55401

Professional Work Experience

IPR offers a qualified student the opportunity to obtain credit for previous experience in which the student gained occupational, supervisory or management skills in industry, business, military, professional or service occupations.

Work experience credit is designated as “WE” on a student’s academic transcript. The student must submit the required forms and documentation for work experience credit to the education department prior to the start of the quarter. Work Experience Request forms and IPR policies are available upon request from school officials. Once the student has completed and submitted all of the required documentation, the education department, with the assistance of faculty from the respective department for which credit-equivalency is being requested, will evaluate the request. Documentation generally includes job assignments descriptions, performance reports and/or supervisor letters attesting to the dates of employment, assignments, specific duties and quality of work performed. Request for work experience credit will not be considered for evaluation if received without appropriate documentation.

Work experience considered for credit must have been at increasingly rigorous levels of learning equivalent to the level of difficulty associated with college coursework. Part-time experience is considered for credit on a proportional basis.

Prior Learning Assessment

IPR will determine if learning received outside of the traditional college classroom prior to enrollment at IPR is equivalent to academic curriculum and eligible for college credit. IPR follows the academic and administrative standards for the American Council on Education Credit for review of learning gained outside of the formal classroom environment. Documentation of learning that is eligible for review includes:

- Documentation of professional training
- Licensure
- Documentation of coursework earned at non-transferable institutions
- CLEP test report
- DANTES test report
- AP test report

Prior learning credit will be designated as “PL” on the student’s academic transcript. If the credit granted is for a course required for the program, the amount of transfer credit will not exceed the credit value for comparable IPR course offering. If the credit granted is for a course not required for the program, the appropriate semester-hour credit conversion may be used. Credit awarded for one course may not be used toward any other course.

A student seeking to receive credit for prior learning will complete a prior learning assessment application and submit it, along with original copies of appropriate documentation of completion, to the education department for approval. The department will ask the student to provide IPR with additional information if necessary for proper evaluation.

Course Repeats

The credits for all repeated courses will be included in the calculations for cumulative credits attempted for the purpose of determining satisfactory academic progress. A student may repeat a failed course a maximum of two times. The last grade received will replace any previous course grade in the calculation of cumulative grade point average.

Course Withdrawals

The credits for all course withdrawals after the add/drop period (whether initiated by the student or the school) will be counted in the calculations for cumulative credits attempted.

Incomplete Courses

Courses with a grade of an “I” are not complete and therefore count as credits attempted, but not earned. This grade is not factored into the cumulative grade point average, but is considered in calculating in the completion rate.

This grade indicates that a student has not completed all work required for the course because of some unusual event. Incomplete work must be made up. “I” grades may be given only with the approval of the instructor and the dean of faculty or students. An incomplete grade not completed by the deadline will be changed to an “F” and will be included in the cumulative grade point average.

Advanced Standing Credits

Advanced standing credit does not impact satisfactory academic progress in either CGPA or credits attempted or earned.

Non-Credit/Preparatory Classes

Non-credit courses and pre-college level preparatory classes do not count toward the required credits for completion of a program. Dependent upon entrance assessment scores, students may be required to take fundamental courses in Writing, Math, Computing or Music Theory in preparation for college-level coursework. While these fundamental courses will not count toward the completion of the degree, fundamental courses will be included in both the qualitative and quantitative calculation for the purpose of Satisfactory Academic Progress. The overall program credit requirements increase to reflect the required fundamental courses.

MANAGEMENT OF STUDENT RECORDS

Once a student begins classes at IPR, the Registrar’s office maintains all students’ electronic and permanent records. All personal information (address, phone number, disclosure consent) must be updated in the Registrar’s office.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974, AS AMMENDED

In today’s day and age, it is ever more important that an individual’s information be protected from crimes such as “identity theft.” It is our goal at IPR to provide students and parents with the easiest means possible to access their educational records, while protecting against such unwanted intrusion.

Statement of Compliance:

1. General Policy

Under the authority of the Family Educational Rights Act of 1974 (“Act”), a student has the right to examine certain records concerning the student which are maintained by the school. The school must permit the student to examine such records within 45 days after the school receives a written request from the student. The school will also permit the student to obtain a copy of such records upon payment of a reproduction fee. A student may request that the school amend his or her education records on the grounds that they are inaccurate, misleading or in violation of the student’s right of privacy. In the event the school refuses to so amend the records, the student may, after complying with the Student Complaint/ Grievance Procedure, request a hearing. If the outcome of a hearing is unsatisfactory to the student, the student may submit an explanatory statement of inclusion in his or her education record. A student has the right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605, concerning the school’s alleged failure to comply with the Act.

2. Education Records

Education records are records maintained by the school which contain information directly related to the student. Examples of education records are the student's education, career services and financial files. The only parties allowed access to such records are those who have a legitimate administrative or educational interest.

3. Exemptions

The following records are exempt from the Act:

- Financial records of the student's parent.
- Confidential letters and recommendations relating to admission, employment or honors to which the student has waived his or her right to inspect.
- Records about students made by faculty or administrators which are maintained by, and accessible only to, the faculty or administrators.
- Employment records for school employees who are also current or former students.
- Records compiled or maintained by physicians, psychiatrists, psychologists or other recognized professionals or paraprofessionals acting or assisting in such capacities for treatment purposes, and which are available only to persons providing the treatment.
- Records that only contain information about an individual after her or she is no longer a student at the school.

4. Review of Records

It is the policy of the school to monitor educational records to insure that they do not contain information which is inaccurate, misleading or otherwise inappropriate. The school may destroy records which it determines, in its discretion, are no longer useful or pertinent to the student's circumstances.

5. Directory Information

Directory Information (as defined below) is that information which may be unconditionally released without the student's consent, unless the student specifically requests in writing that such information not be released. The school requires that such requests must (I) specify what categories of Directory Information are to be withheld by the student and (II) be delivered to the school Director within 15 days after the student starts class. Any such request must be renewed annually by the student. "Directory Information" means information contained in a student's education record which would generally not be considered harmful or an invasion of privacy if disclosed. Directory Information includes, but is not limited to, the student's name; address(es); telephone number(s); electronic mail address(es); photograph; grade level; enrollment status (e.g. full-time or part-time); date and place of birth; program of study; extracurricular activities; credentials and awards received; last school attended; honors list or equivalent; and dates of attendance (i.e. enrollment period(s), not daily attendance record).

6. Access Without Student Consent

The school may release a student's education records without written consent of the student to:

- Other school officials who have a legitimate education interest.
- Other schools where the student has applied for admission.
- Authorized representatives of the U.S. Department of Education, state and local education authorities, the Comptroller General of the United States or the Attorney General of the United States.
- Providers of financial aid (and services in connection therewith) for which the student has applied or received, including, without limitation, lenders, guaranty agencies, Veterans Administration, state vocational rehabilitation agencies and collection agencies.
- State and local authorities where required.
- Accrediting agencies.

- A parent (whether a natural parent, guardian or an individual acting as a parent or guardian) of a student who is a dependent of the parent for purposes of the Internal Revenue Code. The school is not required, however, to release such records.
- Any court in which the student or a parent of the student initiates a legal action against the school, but only with respect to the student's education records that are relevant for the school to defend itself.
- Any court in which the school initiates a legal action against the student or a parent of the student, but only with respect to the student's education records that are relevant for the school to prosecute the legal action.
- Any person pursuant to and in compliance with a judicial order or subpoena provided that the school reasonably attempts to notify the student prior to compliance (unless the order or subpoena specifies that the student must not be notified).
- Appropriate persons or agencies in the event of a health or safety emergency, where such release without consent is deemed necessary by the school under the circumstances.
- Organizations conducting studies to develop, validate, and administer predictive tests, to administer student aid programs or to improve instruction.
- The public, if the school determines, in its discretion, that the student, as an alleged perpetrator, has committed a Crime of Violence (as defined below) or a Non-forcible Sex Offense (as defined below) in violation of the Conduct section of this catalog, but only the following information from the student's education records: the student's name, the violation committed; and any sanction imposed by the school on the student. A Crime of Violence means an act that would, if proven, constitute any of the following offenses or intent to commit the following offenses: arson; assault, burglary; criminal homicide, whether manslaughter by negligence, murder or non-negligent manslaughter; the destruction, damage or vandalism of property; kidnapping or abduction; robbery; or forcible sex offense. A Non-forcible Sex Offense means an act that would, if proven, constitute statutory rape or incest.
- The purported victim, regardless of whether the school determines that the student, as an alleged perpetrator, committed a Crime of Violence or a Non-forcible Sex Offense in violation of the Conduct section of the catalog, but only the following information from the student's education records: the student's name; the violation committed; and any sanction imposed by the school on the student.
- Any person, if the education records disclosed are Directory Information on the student.
- The student, or the student's parents if the student is less than 18 years old.
- A parent of the student regarding the student's violation of any federal, state or local law or any rule or policy of the school concerning the use of possession of alcohol or a controlled substance, of the student is under the age of 21 and the school has determined that the student has violated the Conduct section of the catalog with respect to that use or possession.

The school will obtain the written consent of the student prior to releasing the student's education records to any other person or organization, except with respect to Directory Information.

The Institute of Production and Recording has adopted a detailed Family Educational Rights and Privacy Act policy which is available to the student upon request.

Students are provided with a Disclosure Consent form at their IPR Orientation, allowing them to specify which, if any, individuals they wish to allow IPR to disclose information (except where specified above). In order for parents of a Dependent student or other individuals to receive information regarding a student's grades, attendance, or any other information contained within the academic record, the student must provide written consent on this form. The student may revoke such consent at any time in writing to the Office

of the Registrar. IPR may utilize a variety of means to ensure the identity of an individual making a request for student information and may not always be able to immediately supply requested information via phone or e-mail.

Advanced Standing Tests

Credit may be awarded for demonstrated proficiency in a subject. Advanced-standing tests may be arranged through the Registrar's Office on a request basis and must be taken prior to the beginning of the quarter in which the course would otherwise be taken. To earn the credit, a score of 70 percent or better must be achieved on the test. A few courses may not have a test-out option, and requests for test-outs in these courses may not be approved.

Once a student has attended a class, the test-out option is no longer available to that student, for that class. This condition does not apply to advanced-standing tests taken for previously completed classes whose credits have expired (see Expiry of Credits). A student who wishes to attempt the test out of a required course must submit a "Request to Test-Out" form, through the Registrar's Office, by the end of the registration period. No student will be allowed to test out of any course for which they have not completed all prerequisites.

Attendance

Each student's attendance record will be documented and maintained in the office of the Registrar. Attendance questions can be addressed in the Registrar's office. Make-Up Attendance Request forms may be obtained here as well.

100% Cumulative Attendance = Graduation with Distinction

100% Quarterly Attendance = Deans' List for Outstanding Achievement

Classroom Attendance

Training at IPR is highly concentrated. Students must maintain 80% minimum attendance in any given course in order to remain actively enrolled within that course. Up to 75% of the quarter, should a student reach a point where s/he is absent more than 20% of any given course, s/he will automatically be withdrawn from the course and will receive a WI grade designation (Withdrawal). Following 75% of the quarter, the student will receive a WF grade designation (Withdrawn/Fail) for the course. 80% minimum attendance is required in both lecture and lab sections when applicable. If students are withdrawn from one or the other, they will be withdrawn from the course. If withdrawn from a course, the student must then pay in order to retake the course in a later quarter. Students are asked to alert their instructors if they cannot be in class on a given day, and to work with fellow students to review missed material. Under no circumstances, however, can a student miss more than 20% within a single course and remain within the course.

Class Make-up Option

Students may, with the approval of their instructor, request to make up a missed class. The make-up experience or assignment must meet the educational objectives for the class missed and completed IPR attendance make-up forms must be submitted to the Registrar's office before the attendance can be adjusted. Students and instructors are encouraged to take advantage of this option after the first absence in any given lecture or lab, thus avoiding the likelihood of being withdrawn from a course. **Further, once a student reaches the point of having missed more than 20% of a course, s/he may not petition to make up an absence.**

Program Transfer

Students interested in transferring between programs may do so two times or at the discretion of the Dean of Students. Eligibility for program transfers includes:

1. The student meets the minimum entrance requirements for the program they are transferring to

OR

2. The student has completed a minimum of 12 credits at IPR with a grade point average of 2.0 or better and has been recommended for acceptance by the Dean of Students.

Students must transfer all relevant courses, therefore shortening the maximum time frame in the program. Further, all internally transferred courses are counted in the completion rate and calculated into the student's CGPA.

In keeping with IPR satisfactory academic progress standards, courses that are not relevant to the new program will not be transferred or calculated in CGPA or completion rates. Students transferring between IPR programs must complete a new enrollment application. All requests for program transfers must be made in the Office of the Registrar.

Transcripts

An official transcript is issued to the student at the time of graduation. Additional copies of academic transcripts are available through the Registrar's Office. Requests must be made in writing including the student's signature and social security number. A \$5.00 processing fee is charged for each additional official transcript copy. Unofficial copies will be furnished for informational purposes only. Students must have no outstanding obligations to the Institute to receive official transcripts. This service is subject to the Family Educational Rights and Privacy Act of 1974.

Re-entry

The definition of a re-entry student is any student who drops from school after the first two weeks of his/her initial quarter and later seeks readmission. The student must remain out of school until the next start date. A student may have only one reinstatement unless extenuating circumstances are determined to be present. A Readmission Committee reviews applications for re-entry. Students interested in reenrolling should contact the Office of the Registrar.

Expiry of Credits

The music and entertainment industries are constantly evolving, as is the curriculum at IPR, in order to remain current with industry technologies and trends. Credits awarded for any non-general education course taken at IPR will expire after a period of three years from completion of the course unless the student has maintained continuous enrollment. Upon re-entry, if the student's last date of attendance is greater than three years, past course records will be audited to determine courses that must be repeated, at the cost of the student, in order to be counted toward completion of the program.

Students who have expired credits due to non-attendance, may attempt a test-out of any expired course they have successfully completed, free of charge. Students may also audit previously completed courses, free of charge, so long as space is available within a scheduled section of the class (see Auditing Coursework).

Registration and Course Scheduling

IPR is a quarter-based program. Our early fall, late fall, winter and spring quarters are ten weeks each. Course schedules are printed quarterly for student use in registering for classes. Registration is open for four weeks each quarter, running weeks four through seven. Students registering after the close of week seven will be assessed a \$50 late fee.

The Office of the Registrar assists students with the registration process. Staff will be available to advise students in determining the best path towards graduation. The ultimate responsibility toward the progress and completion of a student's degree program, however, rests with the student. Students are asked to utilize the quarterly course schedule booklet to come prepared for registration. In addition, instructors and the

Student Success Coordinator can assist students with course choice or course content questions prior to registration.

All students should pick up final schedules in the first week of each new quarter, as schedules are subject to change following registration. For instance, in the event a class does not have sufficient enrollment, IPR reserves the right to cancel the class and thus new schedules are issued. Also, for students who fail a course, new schedules may be issued.

Add/Drop Policy

Students may add or drop courses within the official add/drop period (the first week of the quarter) by completing and submitting the appropriate paperwork with the Office of the Registrar. Students are charged for any course they drop following the add/drop period.

Student Course Load Policy

The IPR program is built to be one of intensive, continuous study. In order to ensure success, we expect our full-time students to average 15 to 17 credits per quarter and to make their IPR education the highest of priorities during their tenure with us. We expect our part-time students to average 7 to 9 credits per quarter. For our part, IPR commits itself to the delivery of educational systems that support our students' academic progress.

Our program is continuous because of the technical nature of our training. Like studying mathematics or a foreign language, studying technology is best served by continuous programming. Research shows that interruptions seriously hinder retention of learned material and, as such, lower overall academic success.

Refresher Courses

Any current student or graduate of IPR may return and audit any previously completed course. A student who wishes to exercise this option should contact the dean of students at the campus. The student will be assigned to a class for auditing, tuition-free, on a space available basis. The student may attend the course for only the cost of books, fees and/or supplies.

Audit Policy

An audited course is one in which a student is allowed to attend class and participate. The student is expected to fulfill the audit agreement as determined by the dean of students and is encouraged to participate fully in all aspects of the class. A student who wishes to audit a course must obtain permission from the dean of students and register for the course. A student may not change a course registration from credit to audit after the add/drop period. A student auditing a course will be responsible for the cost of books and/or supplies and fees associated with the course. Any current student or graduate of IPR may return and audit any previously completed course as a refresher. This includes previously completed classes whose credits have expired (see Expiry of Credits). Students and graduates carrying a financial balance with the school will not be eligible to audit coursework.

Registering for Single Subject Coursework

Students who wish to take single subject coursework may do so by completing a new enrollment agreement for each quarter of study. Single subject students are generally not eligible to participate in financial aid programs. Please contact your Admissions Representative to enroll and register for single subject coursework. Applicable prerequisites must be met before a student will be allowed to schedule any class. The \$995/quarter lab fee will apply to all Audio Production Engineering and single subject students taking courses beginning with AE, AP, AV, DC, DP, IN, LV, LP or PT.

GENERAL INFORMATION

The Greenroom/Student Lounge/Break Areas – The Greenroom, student lounge and vending machines are for the use by all students and staff. We try to maintain a neat and clean environment in the school building and would appreciate your help in picking up garbage you create. Also, your cooperation with the proper use of the vending machines and respect for others at all times in common areas is greatly appreciated.

Evaluations – Course Evaluations are student’s opportunity to give feedback on the instructor, class material, and facilities. They are collected anonymously. Student feedback is read by Program Chairs and the Dean of Faculty and the results are used to shape IPR courses and help us develop the best possible educational experience. Please take the time to share both praise and concerns in a professional manner.

Change of Address – Please notify the school of any change of address or phone number. It is necessary that all students keep us informed of their current address and phone number for administrative purposes. Please see the Registrar to update your information.

Health and Safety – Classrooms and laboratories comply with the requirements of the various federal, state, and local building codes and Board of Health and Fire Department regulations. In case of emergency, the school will obtain the services of medical professionals as required. However, The Institute of Production and Recording does not provide health care services to its students.

Termination by the School – The school reserves the right to terminate any student who fails to maintain passing grades; shows tardiness or absences in excess of school policy; fails to pay school financial account; destroys or damages any property of the school; engages in unlawful or improper conduct (including cheating, conduct that is contrary to the best interest of the school, or any conduct that reflects discredit upon the school); or demonstrates behavior disruptive of normal classroom conduct. The student may also be held liable for repair or replacement of any property that he/she has damaged.

Children – Children of students may not be brought into the school while the student is in class. The school cannot be responsible for the safety of children at the facility.

Student Complaint/Grievance Policy – Students should make every attempt to resolve academic problems with the appropriate instructor. If the student and instructor are unable to resolve the difference, the student may appeal the decision with the Dean of Students. All appeals should be submitted in writing. Appeals not resolved by the Dean of Students may be submitted to the Director of the Institute for resolution. Complaints of a non-academic nature can be taken directly to the Dean of Students.

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

Accrediting Commission of Career Schools and Colleges
2101 Wilson Blvd. / Suite 302
Arlington, VA 22201
(703) 247-4212

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the Dean of Students.

Complaints may additionally be filed with the Minnesota Office of Higher Education:

Minnesota Department of Higher Education
1450 Energy Park Drive
Suite 350
St. Paul, MN 55108-5227
(651) 642-0533

Notary Services – Some members of the IPR staff are Notary Public Commissions for the state. We can assist you with any of your notary needs upon request.

Phone Calls – We greatly appreciate your cooperation with the following rules:

OUTGOING CALLS: You may use the student lounge telephone for your local outgoing calls. We ask that you limit your phone calls out of respect to your classmates. In emergency situations, you may require permission from an employee to use a staff phone. Once approved, the employee will dial the number which you are calling and, at their discretion, monitor your call.

Restrooms – Restrooms are clearly marked, and located on both the first and the second floor.

School Closings/Delays Due to Inclement Weather – School closings will be listed on radio station WCCO 830 AM, WCCO-TV and WCCO.COM. The Institute of Production and Recording uses varying guidelines for cancelling/delaying classes; it is very uncommon for classes to be cancelled. For snow emergency information (recording only) dial (612) 375-1900.

Smoking – Smoking is not permitted inside the school building. Smokers who smoke outside near the IPR premises, please remember to use appropriate receptacles for cigarette disposal, and refrain from smoking in front of the IPR building.

Office Hours are: Monday through Friday 9:00 a.m. – 6:00 p.m.

Facility Hours are: Twenty-four hours per day, seven days per week, except holidays. On days IPR is closed, facility closings begin at midnight. As such, facilities will be open through midnight the day before a closing and will re-open at 7:30 a.m. the following day.

E-mail – IPR provides an e-mail account to all enrolled students so we can communicate electronically. We will send information and notifications regularly through this account. **THIS MEANS: Students will need to check their IPR e-mail often, and they will be responsible for reading and responding to electronic communications in a timely manner,** just as they would any other letter, memo or notification from the school. **Students who do not check their e-mail will receive no leniency from faculty or administrators.**

IPR e-mail accounts are accessible through any computer with internet access; therefore students can check their e-mail anytime, from any internet-equipped location. Computer stations located throughout the school allow students access to their e-mail accounts at any time during the IPR school day.

Student ID/Security Access Card – All students will receive a Student ID card which also acts as a Security Access Card. This allows students to pass through various electronic strike doors located throughout the facility. Students must wear their ID/Access card at all times. This is to ensure that security can easily identify students from guests. This ID/Access card will also be used to check into the IPR labs or check out studio equipment.

Library Rules

It is the student's responsibility to maintain necessary and proper standards of behavior in order to protect his/her rights to use all library resources. The use of the library may be denied for due cause. Such cause may be failure to return library materials, destruction of library property, disturbance of others, or any other illegal, disruptive or objectionable conduct on library premises. Unreturned material will result in holds being placed on academic records until the material is returned or, if lost, replaced with a suitable copy in good condition which will be determined by the librarian. Food and beverages are allowed in designated areas. Cell phone ringers should be turned off and cell phone conversations should be held outside the library.

Library Hours

Early & Late Fall, Winter & Spring Quarters-

Open 9:00 A.M. to 6:00 P.M., Monday

Open 9:00 A.M. to 9:00 P.M., Tuesday, Wednesday and Thursday.

Open 9:00 A.M. to 5:00 P.M., Friday.

Summer Session- 9:00 A.M. – Noon, 1:00 P.M.-5:00 P.M., Monday - Friday.

Request to See Students – Students may, on occasion, be asked to see an IPR staff member in the Business Office, the Education Office, or the Financial Aid Office. This request means a student needs to address an issue – make a payment, turn in financial aid information, talk about attendance and/or grades, register for classes, etc. If a student does not see the staff member in a timely manner, it may result in loss of lab privileges or the student may not be allowed to take midterm or final exams.

Vaccination Policy

It is the policy of The Institute of Production and Recording to require documentation from students regarding immunization against diphtheria, tetanus, measles, mumps and rubella in accordance with The Minnesota College Immunization Law (Minnesota Statutes Section 135A.014). The 1999 amendment to this law requires that education about the transmission, treatment and prevention of hepatitis A, B and C be provided to all new students. Please familiarize yourself with the information on the following page. It is the hope that this expanded law will not only reduce the risk of viral hepatitis on college campuses, but also develop an adult population with more knowledge about disease prevention and transmission.

The US Centers for Disease Control (CDC) recommends the following vaccinations for adults attending college:

Vaccines Recommended for Teens and College Students

- Tetanus-Diphtheria-Pertussis vaccine
- Meningococcal vaccine*
- HPV vaccine series
- Hepatitis B vaccine series
- Polio vaccine series
- Measles-Mumps-Rubella (MMR) vaccine series
- Varicella (chickenpox) vaccine series
- Influenza vaccine
- Pneumococcal polysaccharide (PPV) vaccine
- Hepatitis A vaccine series

* Recommended for previously unvaccinated college freshmen living in dormitories.

The CDC publishes **adult vaccination schedule** on their web site with more information for adults of all ages: <http://www.cdc.gov/vaccines/recs/schedules/adult-schedule.htm>

| Hepatitis Chart | | | |
|-------------------------------------|--|---|---|
| | Hepatitis A | Hepatitis B | Hepatitis C |
| How do you get it? | Hep A is passed between people through anal-oral sex, dirty plates, and glasses. "Employees must wash hands before returning to work," or outbreaks in the water supply. Most people get Hep A from contaminated water, which can happen anywhere. | You can get Hep B through sexual contact via semen and/or vaginal fluid, blood (syringe, needle sticks or transfusions), or breast milk (mother to child). You can't get it from dirty plates or glasses, or from someone's spit. | Transmission of Hep C is mostly through blood, via syringes, transfusions, or needle sticks, but sexual contact has been reported (case studies of vaginal sex), as has mother-to-child transmission during birth. |
| What does it do? | The way Hep A works in the body is not well understood. Virtually all people get better on their own. You can only get it once. | Hep B infects liver cells, causing swelling and the tissue to die. Your own immune system response causes some of the symptoms associated with Hep B infection. | Hep C infects your liver, causing swelling and the death of cells and tissue. Hep C works similarly to Hep B, but not much is understood about how Hep C causes harm. |
| What are the symptoms? | Although virtually all people get better, the symptoms from Hep A can be severe, even deadly: high liver enzymes, high fever, loss of appetite, nausea, vomiting, and tell-tale jaundice. Jaundice is a yellow discoloration of skin and eyes, caused by an increase in liver enzymes. The symptoms usually last 1 to 4 weeks. | Symptoms, if you have any, will show up 10-12 weeks after infection. The symptoms are high liver enzymes, fever, appetite loss, nausea, diarrhea, vomiting, exhaustion, and jaundice. Most chronic Hep B carriers don't have any symptoms, but they have a good chance of developing cirrhosis of the liver, which can kill you. | The symptoms of Hep C are: high liver enzymes, fever, loss of appetite, nausea, diarrhea, vomiting, exhaustion, and jaundice. However, many Hep C patients never have symptoms. Chronic Hep C infection is associated with cirrhosis of the liver, which is scar formation in the tissue, and related to an increased risk of liver cancer. |
| What are the treatments? | There is no antiviral treatment for Hep A infection. If you have specific symptoms you should treat each one individually. | Alpha-interferon injections are the standard treatment for chronic Hep B. The injections, usually daily or three times a week, are self-administered, and taken for four months. 3TC, Thymosin-Alpha, and famcyclovir look promising, alone and in combination with interferon. 3TC may suppress Hep B replication, but might not get rid of the infection. | Alpha-interferon three times a week for six to twelve months, is the standard treatment for Hep C. The combination of ribavirin and interferon has been shown to be more effective than interferon or ribavirin alone. Amantadine, a common flu drug, was effective in one study when used with and without ribavirin. |
| How do you avoid getting it? | Be careful about water, fruits, and vegetables when you travel. Drinking bottled water is usually safer. Use barriers for sex. There is a vaccine, which can be given in combination with the vaccine for Hep B. | Use condoms and clean needles. There is a vaccine that can protect you against Hep B, run to the doctor and get it. It's a series of three shots given over six months. It's so easy! Remember, practicing safer sex and using clean needles will protect you from more than just Hep B. | There is no vaccine for Hep C yet, so to avoid infection, have safer sex and use clean needles. |

STUDENT AFFAIRS

Services for Students with Disabilities

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 guarantee students with disabling conditions equal access to educational opportunities. All students with physical or mental disabling conditions seeking academic adjustments and/or other modifications because of a disabling condition are eligible to receive academic adjustments in the educational environment and for participating in programs, services, and activities offered by Globe Education Network member schools. Academic adjustments and/or modifications include, but are not limited to, auxiliary aids, changes in the length of time permitted for the completion of degree requirements, substitution of specific courses required for the completion of degree requirements, adaptation of the manner in which specific courses are conducted and/or modification of school policies and procedures. The Institute of Production and Recording is not required to make adjustments and/or modifications that are essential to the instruction being pursued or would fundamentally alter the nature of the service, program or activity; those that represent a personal service; or those that would result in a violation of accreditation or regulatory requirements.

A student wishing to request reasonable accommodation must submit a Disclosure of Disabling Condition and Request for Academic Adjustment to the dean of students, including acceptable documentation concerning the disability, so that reasonable accommodations can be made. Some important considerations follow:

1. Potential students requesting accommodations for the entrance assessment must complete the accommodations process prior to being granted such accommodation.
2. Accommodations are not granted on a retroactive basis. Academic work that has been submitted prior to a request cannot be resubmitted with the accommodations granted and will remain graded as originally submitted.
3. Applicants requesting accommodations must acknowledge that the school is afforded an appropriate amount of time to determine and secure reasonable accommodations. Accommodations that require the acquisition of equipment, software/ hardware or additional resources will require additional time to secure and will not be immediately available upon request.

It is the student's responsibility to self-disclose a disabling condition and to request reasonable accommodation as soon as the student determines a need or desire for such accommodation. For more information about required documentation or to request academic adjustments, please contact the dean of students.

IPR's Student Success Coordinator – IPR's Student Success Coordinator offers an open door to students and families regarding students' academic success, life skills, and overall success plans. This individual works closely with students, faculty, staff and families when appropriate on behalf of student success.

Academic Merit Scholarship

Qualifying candidates who apply for admission to the Institute of Production and Recording are eligible for the academic merit scholarship, available via application, and dispersed upon completion of the IPR degree program as follows:

Eligibility Criteria:

- High School CGPA of 3.9 or higher (and) ACT Score of 30 or higher (or) Composite math and reading SAT Score of 1340 or higher \$3,000
- High School CGPA of 3.5 or higher (and) ACT Score of 26 or higher (or) Composite math and reading SAT Score of 1180 or higher \$2,000

- High School CGPA of 3.25 or higher (and) ACT Score of 24 or higher (or) Composite math and reading SAT Score of 1110 or higher \$1,000

Eligibility Criteria and Application Guidelines:

1. Students must complete an application, available in the Registrar’s office, prior to the final day of their graduating quarter.
2. The Registrar and/or Dean of Students verify that the student has met the criteria for the award, and for which award the student is qualified, by inspecting the student’s high school transcript and entrance examination scores.
3. Upon completion of the new program, the Financial Aid and Business Office will post the award to the student’s account.

Community Service Scholarship

To reward students for community service and continued enrollment, The Institute of Production and Recording offers one community service scholarship each quarter to a qualifying applicant. The scholarship provides tuition assistance to selected students based on the following criteria:

Award Amount: \$2,000 Annually

Eligibility and Award Guidelines:

An applicant must:

1. Be enrolled in a degree program
2. Be a continuing student by having completed at least one term at The Institute of Production and Recording
3. Not be in arrears with financial aid or have an outstanding balance with The Institute of Production and Recording
4. Maintain a GPA or 3.5 or higher
5. Meet and maintain a 90% attendance ratio of required contact hours
6. Be enrolled in a minimum of 15 credits per term
7. Provide, as a scholarship application, a minimum of a two-page written summary of community service activity performed within the prior three months
8. The community service activity must consist of at least 40 contact hours.
9. Awards are forfeited if academic progress and attendance do not meet guidelines.
10. Students receiving the scholarship are eligible for one community service scholarship per year.
11. Students receiving the scholarship will blog/journal their service experiences and share them with IPR.
12. Students receiving the scholarship agree to let IPR promote their community service involvement.
13. Award amounts are designated for tuition only and are divided in ¼ increments

The scholarship recipient will be selected by an IPR staff/faculty committee based upon:

1. Meeting all eligibility guidelines.
2. A clearly written essay which articulates how the community service activity impacted the community and the student.
3. Applications received by the end of week 8 will be considered for the scholarship beginning the following quarter.

Director’s Academic Scholarship (for graduating seniors)

Qualifier: CPAt (Career Profile Assessment test)

Scholarship Qualification Standards

| If you score: | You will be awarded: |
|---------------|----------------------|
| 160 – 169 | \$500 |
| 170 – 179 | \$1,000 |
| 180 – 189 | \$1,500 |
| 190 – 199 | \$2,000 |
| 200 – 202 | \$2,500 |
| 203 | \$5,000 |

6. The student must apply for and begin classes during the early fall or late fall quarter immediately following graduation from high school. A student who enlisted in the National Guard or Reserve Military service will be allowed to start classes upon return from their Initial Active Duty for Training (basic/job training). Student must provide proof of upcoming military service and DD214 upon return from military training.
7. Award amounts are designated for tuition only and are divided in $\frac{1}{4}$ increments, unless the student is enrolled in a three-quarter program, when the award amount will be awarded in $\frac{1}{3}$ increments.
8. All funds are paid directly to the college.
9. The student must carry a minimum of nine credits per quarter and maintain satisfactory academic progress or the award will be forfeited from the time the student fails to do so.
10. The award will be forfeited if attendance is discontinued or interrupted.

High School Advantage Scholarship

A high school student who applies for admission to The Institute of Production and Recording will have the opportunity to get a jump start on a college career. A high school senior enrolled in an IPR program is eligible to take one course, free of tuition charges, per quarter beginning late fall quarter prior to the student's official start date at IPR. The student may take up to four courses free of tuition. This program is offered to seniors with minimum cumulative grade point averages of 2.0.

Eligibility and Award Guidelines:

1. An eligible applicant must be a current-year graduating senior.
2. The student must have a cumulative grade point average of at least 2.0.
3. The student must have a signed GPA verification form (provided by the admissions department) showing the student's aptitude for succeeding in college-level coursework.
4. Only courses required in the student's program of enrollment will be eligible for free tuition.
5. The student will be responsible for the cost of textbooks and/or laboratory fees associated with the specific course.
6. The student must begin attending IPR in the early or late fall quarter immediately following the student's senior year. A student graduating early in the senior year that chooses to start classes early in winter or spring can also take advantage of the scholarship program.
7. A student taking advantage of the early entrance start date will receive a course free of tuition charge during that quarter provided the student carries a minimum of 12 quarter credits and maintains satisfactory academic progress.
8. A student who withdraws or fails a course while enrolled under the High School Advantage program must successfully appeal in writing to the academic department for continued enrollment under the program.

9. While in the High School Advantage program, a student will remain in a non-degree seeking status, will not be considered a regular student and will not be eligible to participate in financial aid.

IPR Graduate Scholarship (for returning students)

IPR graduates qualify for a scholarship applicable toward a new IPR degree program, available via application and dispersed upon completion of the new degree as follows:

Award Amounts:

IPR A.A.S. graduates earn \$2,000 toward a second A.A.S. degree

IPR A.A.S. graduates with a 3.5 CGPA or higher earn \$3,000 toward a second A.A.S. degree

Eligibility Criteria and Application Guidelines:

1. Students must complete an application, available in the Registrar's office, prior to the final day of their graduating quarter of the new degree
2. The Dean of Students and/or Campus Director verify that the student has met the criteria for the award, and for which award the student is qualified, by inspecting the student's enrollment and academic records
3. Upon completion of the new program, the Financial Aid and Business Office will post the award to the student's account

IPR Library Assistant Scholarship

Library Assistant (LA) Scholarships offer students who excel within their academic program financial support and a unique learning opportunity while providing library assistance along with assistance to faculty. LA Scholarships are awarded via an application process and are based on merit of application and academic standing. Applications are reviewed; Library Assistants are chosen by the Librarian and approved by the Dean of Students on a quarterly basis. To qualify, students must be highly reliable, in good academic standing and must have strong reading, writing and organizational skills as well as strong interpersonal communication skills.

Eligibility Criteria and Application Guidelines:

1. Availability of the Library Assistant Scholarship is advertised quarterly by the Campus Librarian.
2. Students interested in applying for the scholarship must contact and complete an interview with the Campus Librarian prior to end of the preceding quarter.
3. The Campus Librarian provides a list of four nominees to the Dean of Students.
4. The Dean of Students verifies that the nominees are in good academic standing and the Campus Librarian contacts the qualified candidates.
5. Qualified students meet with the Campus Librarian to complete an application form and confirm their schedule.
6. Throughout the quarter the student is required to maintain a log of tasks and time completed.
7. After the completion of the quarter, the Dean of Students reviews the LA's logs (signed by the Campus Librarian) and sends the student an award letter, thanking them for service and informing them that the scholarship will be posted to their account.
8. The Financial Aid and Business Office will post the award to the student's account.

IPR Teaching Assistant Scholarship (for select advanced students)

Teaching Assistant (TA) Scholarships offer senior students who excel within their academic program financial support and an advanced learning opportunity, while providing newer students with peer-based support and additional learning opportunities outside of the classroom. TA Scholarships are awarded via a faculty nomination process and are approved by the Dean of Students on a quarterly basis. To qualify, students must be in good academic standing, must have a strong grasp of course material as well as strong interpersonal

communication skills, and potential to work with a wide variety of learning styles. Lastly, to be nominated and accepted for a TA scholarship, students must be highly reliable.

Eligibility Criteria and Application Guidelines:

1. Prior to the start of each quarter, instructors who have been authorized by the Director and/or Dean of Students to utilize a Teaching Assistant Scholarship participant in their class provide a list of nominees to the Dean of Students. The number of Teaching Assistant Scholarships offered each quarter may vary based on schedule needs.
2. Participating instructors are asked to nominate students based on past performance in the course and their assessment of the student's aptitude and reliability in providing assistance to fellow students. Instructors are asked to supply multiple candidates whenever possible and rank their nominees.
3. The Dean of Students verifies that the candidates are in good standing, completed the course with a high level of success (a letter grade of "B+" or greater), and has a future schedule that will accommodate their duties as a TA.
4. The Dean of Student will contact the top ranked, qualified, nominee and confirm whether they wish to accept the award and responsibilities entailed.
5. The student selected must meet with the Dean of Students during the first week of the quarter to complete an application form.
6. Throughout the quarter the student is required to maintain a log of tasks and time completed.
7. After the completion of the quarter, the Dean of Students reviews the TA's logs (signed by the instructor) and sends the student an award letter, thanking them for service and informing them that the scholarship will be posted to their account.
8. The Financial Aid and Business Office will post the award to the student's account.

Mary Ann O'Dougherty World Music Scholarship

The Institute of Production and Recording offers the Mary Ann O'Dougherty World Music Scholarship each quarter to one student chosen randomly from registrants for our World Music course. The recipient will receive the book(s) required for the class at no charge. Mary Ann was the developer of this course and was a consummate educator and musician. This scholarship is a part of IPR's efforts to celebrate her life and work.

Military Scholarship

The Institute of Production and Recording offers a military scholarship of 10 percent off quarterly tuition and books for qualified military personnel (the 10 percent benefit cannot be used in conjunction with other awards). The Military Scholarship supplements any additional military education benefits (i.e. GI Bill/College Fund) as well as other grants and loan programs available to students. The award will be applied as a credit to tuition and books on the receiving student's account.

United States Military personnel in the following classifications* are eligible for the Military Scholarship each quarter:

- Veterans Honorably Discharged
- Spouse/Dependents of Veterans

*Documentation with DD Form 214 is required for veterans. Spouse/dependents must provide copy of military ID card for active duty, reserve and National Guard, dependent ID card, marriage license, birth certificate or federal tax form to show proof of dependent status. A student can receive the Military Scholarship as a dependent student based on the U.S. Department of Education's Title IV determination of the dependency status. A student applying for this scholarship should complete the form at: www.ipr.edu. The form is also available at the financial aid office.

The education department will evaluate credit for military education or occupational courses taken while in the military for credit applied toward an IPR program. The evaluation will follow recommendations from the American Council on Education (ACE) on transfer of credit and granting credit for military work experience.

President’s Scholarship (for graduating seniors)

A student who applies for admission to the Institute of Production and Recording by April 1 of the student’s senior year of high school and who meets applicable scholarship eligibility guidelines will be awarded a President’s scholarship in the amounts described below. This scholarship is available for associate and bachelor’s degree programs.

| | High School GPA Requirement/ Scholarship Amount | | |
|----------------------|--|-----------|------------|
| Application Deadline | 4.0 | 3.0 – 3.9 | 2.0 – 2.9 |
| January 1 | \$5,000 | \$4,000 | \$3,000 |
| February 1 | \$4,000 | \$3,000 | \$2,000 |
| March 1 | \$3,000 | \$2,000 | \$1,000 |
| April 1 | \$2,000 | \$1,000 | -no award- |

Eligibility Guidelines

1. Applicant must be enrolled in an associate degree program prior to April 1 of his or her senior year to be eligible.
2. Eligible applicants must be current-year graduating seniors with a minimum cumulative GPA of 2.0.
3. Award amounts are designated for tuition only and are divided in ¼ increments.
4. A recipient will be notified of the award in writing once the student’s official high school transcript is received.
5. All funds are paid directly to the college.
6. The student must begin attending IPR in the early fall or late fall quarter immediately following the student’s senior year. A student who enlisted in the National Guard or Reserve Military service will be allowed to start classes upon return from their Initial Active Duty for Training (basic/job training). Student must provide proof of upcoming military service and DD214 upon return from military training.
7. The student must carry a minimum of nine credits per quarter and maintain satisfactory academic progress or the award is forfeited from the time the student fails to do so.
8. The award is forfeited if attendance is discontinued or interrupted.
9. The applicant must complete the scholarship application, available on the college’s website or in the financial aid office.

Rhymesayers Entertainment Scholarship

The Rhymesayers Entertainment Scholarship is a full-tuition scholarship for an Institute of Production and Recording (IPR) student. Awarded annually each late fall quarter, this prestigious scholarship is granted to the applicant who best demonstrates creative aptitude, community involvement, and an awareness and support of the mission of Rhymesayers Entertainment. Additionally, applicants must also demonstrate financial need.

About Rhymesayers Entertainment

Rhymesayers Entertainment is an independent hip-hop record label based in Minneapolis, Minnesota. Co-founded in 1995 by Sean Daley, Anthony Davis, Brent Sayers, Musab S'ad Ali, and Derek Turner, the label is composed of native Minnesotans as well as nationally recognized artists. Today, Rhymesayers is the largest hip-hop label in Minnesota and maintains its own record store called The Fifth Element, located in Uptown

Minneapolis. This store is a staple of hip-hop culture and community in the Twin Cities and sells independent and commercial hip-hop while specializing in local music. In 2007, Rhymesayers Entertainment signed a promotion, marketing, and distribution deal with Warner Music Group's Independent Label Group. Years after it all started, Rhymesayers boasts one of independent hip-hop's strongest and most respected rosters in the industry. By pushing creative musical boundaries while still maintaining rigorous touring schedules, Rhymesayers artists boast significant sales numbers and an ever-growing national and international fan base. Rhymesayers Entertainment continually strives to navigate the long yet gratifying road of independent success. "Rhymesayers is a company rooted in hands-on training," explains Kevin Beacham, product manager of Rhymesayers Entertainment. "The artists as well as the staff have the common attribute of building the Rhymesayers brand by pursuing and immersing ourselves in our passion for music and hip-hop culture. It is our belief that this is a primary goal shared by the students at IPR. In the changing climate of the music industry, it's important for aspiring artists to be well rounded in their knowledge of the business in order to be prepared. We feel that IPR offers a well-balanced experience in the various aspects of the business to help create the success stories of tomorrow."

Award

This full scholarship is applied to tuition and lab fees on a quarterly basis, following application of any federal and/or state grant funding, to students obtaining an Associates in Applied Science in Media Arts degree at the Institute of Production and Recording. Room and board, books, and course materials are not included.

Eligibility

Scholarship applicants must:

- Be either a current IPR student in good academic standing or file an application for admission meeting IPR's standard entrance requirements no later than July 1.
- Complete the Rhymesayers Entertainment Scholarship application essay.
- Complete an interview with IPR's Scholarship Selection Committee if applicant is chosen for further review based on the application and essay submitted.
- Demonstrate a total family income not exceeding 200% of the current applicable federal poverty guideline.
- Meet all other eligibility requirements for the federal Pell Grant (does not apply to non-US citizens living abroad) and, if applicable, Minnesota State Grant (applies only to Minnesota residents).
- Scholarship recipients must maintain a minimum cumulative grade point average of 3.0 and full-time enrollment to maintain eligibility.

Submission

Completed applications and essays must be submitted in person or mailed to:
The Institute of Production and Recording
312 Washington Ave. N.
Minneapolis, MN 55401

Deadline

Rhymesayers Entertainment Scholarship applications and essays must be postmarked or hand-delivered no later than July 1.

Acceptance

The school will review all applications and essays submitted to determine the pool of applicants who will be asked to meet with the IPR Scholarship Selection Committee to complete an interview. The Committee will select up to five finalists from the interviews conducted. These five finalists will be presented to the artists and leadership from Rhymesayers Entertainment who will ultimately select the final recipient.

Scholarship recipients must consent to allow IPR and/or Rhymesayers Entertainment to use their name and/or likeness in advertising or promotional materials relating to Rhymesayers Entertainment, the scholarship program, and/or its relationship with IPR. Scholarship recipients may be required to represent IPR and/or Rhymesayers Entertainment in promotional events related to the school, the scholarship program, and/or its relationship with Rhymesayers Entertainment. Finally, recipients of this prestigious award will be expected to model appropriate behavior to their fellow students and community.

Application

Application forms for the Rhymesayers Entertainment Scholarship may be obtained by contacting IPR's admissions or financial aid staff, or at <http://www.ipr.edu/rhymesayers> or <http://www.rhymesayers.com/ipr>.

Student Resources

Office of Student Services

IPR's office of Student Services provides support to students throughout their academic career. From orientation to graduation and at all times in-between, IPR's Student Services team creates forums for students to come together to build new friendships, refine their talents and explore their interests. The office of Student Services coordinates special academic seminars, student music showcases, live music events, holiday parties, open jams, game nights, IPR's bi-annual graduation ceremonies, and many other community building activities. Student Services coordinates the Student Advisory Board, (SAB) made up of elected student leaders, who represent the student body in addressing campus needs and student concerns through positive and productive communication with staff and faculty. The SAB also assists in organizing and promoting additional learning opportunities that complement the IPR experience. Lastly, Student Services offers assistance on many of the day-to-day issues of student life including: public transportation, housing, parking, health care, on-line resources, banking options, the Twin Cities music scene and much more.

Housing - While IPR does not maintain dormitory facilities, Student Services staff are here to help students find convenient and affordable housing during their education at IPR. Our Student Services Coordinators meet with current and incoming students and their families to discuss a range of housing options. Students are referred to privately owned Student Housing communities, which are all located within 4 miles of our campus and house students from many different colleges and universities in the Twin Cities. At student housing communities, students live together in fully furnished 2, 3, and 4 bedroom apartments that offer a host of luxury amenities while still maintaining individual leases separate from their roommates. The Student Services staff also maintains established relationships with many different apartment communities that are located in the Minneapolis area near campus. Every effort is made to ensure that the housing needs of each individual student are satisfied.

The IPR Library – The library acts as the extension of the IPR curriculum by offering students a large variety of course-specific music resources. Each quarter we acquire dozens of new books, CD's and DVD's for student use as they begin their career in the music industry. The librarian works with students to ensure they can access resources that will help them to succeed at IPR and in their future careers. IPR Library has books spanning the

music industry from business plans “do’s and don’ts” to building your own home studio to finding statistics about sales of various music formats. The library also has:

- CD’s and DVD’s that reflect the major artists, genres, and movements in popular music.
- Online databases and E-books – major databases provide tens of thousands of full-text, indexed, searchable, peer-reviewed articles spanning the entire range of academic scholarship. And Rock’s BackPages is a unique resource that archives articles from a multitude of rock magazines from the 1960s to present day.
- Library instruction services – the library provides many levels of support for students who may contact the librarian for one-on-one research instruction at any point during regular library hours. The librarian also visits classes on request to promote best research practices. Additionally, the library provides a group study area for students to work quietly or listen to music while working on projects together.

IPR’s Lost and Found – The lost and found is located in the lab office. If you have found an item, or have lost something, please go to the lab office for assistance.

Office of Career Services

It is our goal at The Institute of Production and Recording to help our graduating students achieve their goals in the music, entertainment and production industry. Whether a graduate is leaving school with the desire to find a position, internship or start off as an entrepreneur, our Career Services staff will provide professional, courteous and experienced guidance in helping him or her to a successful start in the industry.

IPR Students:

IPR’s Office of Career Services is available to assist students while they are attending IPR as well as when they graduate. For current students seeking assistance with employment opportunities while attending school, the Office of Career Services provides assistance in creating a resume, cover letter, and business card. Students can expect to find job opportunities in fields that include but are not limited to telemarketing, retail, restaurant work, customer service, etc. IPR’s Office of Career Services provides students with resources such as a list of job search engines and our infamous ‘the classifieds’ to help explore work options that are close to their home or the school.

IPR Graduates:

Career Service assistance is available to graduates at no extra charge. Upon graduation the office will continue to provide personalized service and to keep alumni informed of opportunities in the industry. The concern continues even after graduation, as periodically the Office of Career Services contacts graduates to ensure their continued success.

Internships:

IPR’s office of career services works continually to establish relationships with industry-related businesses to provide students with internship opportunities. These internships are offered to students who express interest and meet qualifying criteria during the last portion of their education at IPR.

While most internships are unpaid, they offer students invaluable working experience in the industry that will benefit the student as they finish their education at IPR and pursue their future goals.

Some internship opportunities may also provide students with the chance of receiving college credit towards completion of the elective requirements of their degree.* Students who successfully complete an internship for credit opportunity may receive up to six (6) credits towards completion of their elective requirements; credits

awarded will be determined based upon the length and nature of the training opportunity. When taken for credit, students will receive a letter grade upon completion of the internship requirements, which will be posted on their official college transcript. In order to be eligible to apply to receive credit for an internship, students must have completed a minimum of 45 quarter credits, a minimum 2.0 cumulative grade point average, and a 67 percent completion rate in their current program.

In addition to the resources provided by the office of career services, students are encouraged to seek out additional opportunities on their own; however, all internships for which a student wishes to receive college credit must be approved in advance by the appropriate program chair.

*While we can guarantee equal access to educational opportunities for all students who maintain compliance with our academic standards, it is important to note that many of these opportunities are limited and selection of candidates is typically in the hands of the employer, rather than the school. Contact and resource information can be found online at <http://careerservices.ipr.edu> or by email at careerservices@ipr.edu.

STUDENT POLICIES AND PROCEDURES

MINIMUM TERMS OF TUITION PAYMENT

Students who are not eligible or do not wish to participate in any of the financial aid programs available must pay tuition in advance. Quarterly tuition is due and payable on or before the first day of each quarter.

Quarterly statements are mailed out at least three weeks prior to the start of the quarter. All statements are mailed out to the student's current address. Any special billing addresses must be made known to the Business Office. The student is responsible to make sure payments are made on time.

Tuition, books, and lab fees are paid for in the Business Office. Acceptable forms of payment are cash, check, or credit (Discover, American Express, Visa, or MasterCard).

Students whose financial aid is insufficient to cover the total cost of fees, tuition and books must establish a satisfactory payment plan prior to starting class.

Students whose accounts are more than five (5) days past due may be withdrawn from class attendance until satisfactory arrangements are made to bring their accounts into current status. Students who fail to fulfill the financial arrangements agreed upon may be withdrawn from school and may re-enter only upon full payment of the delinquent portion of their account. Students must re-apply and fill out a new enrollment agreement in order to request re-entry to school. In so doing, students approved for re-entry will be charged current tuition and fees.

Financial Aid

Funding Options

There are several financial aid options available to students who plan on utilizing financial aid to cover tuition costs. Federal aid can include (for those who qualify): PELL grant, Academic Competitiveness Grant (ACG), and the William D. Ford Stafford Loans (subsidized and unsubsidized). In addition, there are a variety of alternative loan options available as well.

Applications/Deadlines

All applications (federal, state and private) should be submitted at least 4 weeks prior to the beginning of the quarter to have funds available within the first few of weeks of the quarter.

All students should be aware that the **Free Application for Federal Student Aid (FAFSA)** is only good for one academic year. The FAFSA is an online application and can be completed here by going to the FAFSA website: www.fafsa.ed.gov. All financial aid applicants will need to submit a new application to renew their funding. Students are responsible for timely submission of their financial aid applications.

Failure to submit the financial aid application, or any financial aid form, in a timely manner may result in the student being responsible for any tuition and fees owed.

Minnesota State Grant Program

Students may apply for a Minnesota State Grant (MSG) by completing the Free Application for Federal Student Aid (FAFSA). The FAFSA is available online at www.fafsa.ed.gov.

A Minnesota State Grant (MSG) award is considered gift aid and represents funds that DO NOT have to be repaid. Eligibility is determined by applying a formula, created by the Minnesota State Legislature, to the information submitted on the FAFSA to determine the amount of award. The cost of attendance budget is determined by the Minnesota Office of Higher Education (MOHE) for each institution. Award ranges will vary from institution to institution, as cost of attendance figures will be different with each school.

Aid is disbursed by the school to the student's tuition account. The school expects the student to meet tuition, book and lab fee charges when due. MSG awards are disbursed by week 4 of each quarter. The institution is responsible for monitoring student eligibility according to the State regulations that govern this program.

To be eligible to receive a MSG for a quarter, the student's original FAFSA must be received by the Federal application processing center (CPS) within 30 calendar days of the start date for that quarter.

Private Funding

Credit-based student loans through private funding may also be available. Please see the Financial Aid Office for details.

Competency Tests

1. Students must demonstrate competency prior to booking time in any studios by passing a Competency Test from the Lab Office. Students who attend or pass midterms/finals in certain classes will also be granted either full or limited access to certain rooms. See your instructor for details. There is no competency exam necessary to use the C-Labs.
2. Tutorials for each room are available with the Lab Staff, and you are encouraged to schedule one or more prior to taking a Competency Test. Tutorials will be listed on the Master Schedule Grid and at the Lab Office.
3. If you are not in a class that grants competency through attendance, midterms, or finals, you must pass a competency test from the Lab Office. See the Lab Staff to book your Tutorials and Competency Tests. Studios 3 and 4 will be considered the same. If you pass the Competency test for either of those rooms, you will be considered competent for both rooms.
4. Studios are available based on student seniority as follows:

Audio Production and Engineering Degree Students

| | | |
|------------|---|--------------------------------|
| Studio 6 | – | Quarter 1, Week 1 |
| Studio 4 | – | Quarter 2, Week 1 |
| Studio 5 | – | Quarter 2, Week 1 |
| Studio 7 | – | Quarter 2, Week 1 |
| Studio 3 | – | Quarter 2, Week 1 |
| Studio 1 | – | Quarter 4, Week 1 |
| Studio 2 | – | Quarter 4, Week 1 |
| Studio 8 | | Capstone Class Enrollment Only |
| Master Mix | | Capstone Class Enrollment Only |

Studio Booking

IPR studio time is not to be used for commercial purposes. While we do encourage the entrepreneurial spirit, the school studios are not to be used in a for-profit manner. They are available to use for class work and/or personal reasons. Under no circumstances may that time be sold or used as a catalyst for financial transaction. Any violation will be treated with a suspension of studio privileges.

1. All advance studio bookings must happen between the hours of 9:00am and 5:00pm Monday through Friday, with the daytime lab staff only.
2. Studio time is available in two-hour blocks, as follows:

EVEN NUMBERED STUDIOS:

| | |
|------------|---|
| Mon – Fri: | 6-8pm, 8-10pm, 10pm-12am, 12-2am, 2-4am |
| Sat & Sun: | 8-10am, 10am-12pm, 12-2pm, 2-4pm, 4-6pm, 6-8pm, 8-10pm, 10pm-12am, 12-2am, 2-4am |

ODD NUMBERED STUDIOS:

| | |
|------------|---|
| Mon – Fri: | 5-7pm, 7-9pm, 9pm-11pm, 11-1am, 1-3am |
| Sat & Sun: | 9-11am, 11am-1pm, 1-3pm, 3-5pm, 5-7pm, 7-9pm, 9-11pm, 11pm-1am, 1-3am, 3-5am |

Graduated Alumni will have first priority of all 4am-7am booking.

3. To guarantee availability, students are encouraged to **pre-book** studio time a week in advance (students need not pre-book time in C-Labs, only studios).
4. Each week students will be allowed to **pre-book** one block of time for the following week (Monday through Sunday), in any room for which they have passed a Competency Test. Students needing more than one two-hour block of time are encouraged to book in groups of two or more.
5. In order to ensure senior students priority in booking, students will be allowed to **pre-book** time in those rooms for the following week beginning at the following times:

| | |
|------------------|--------------------------------------|
| Quarter 4 and Up | --Beginning Mon at 9:00 AM – 5:00 PM |
| Quarter 3 | --Beginning Tue at 9:00 AM – 5:00 PM |
| Quarter 2 | --Beginning Wed at 9:00 AM – 5:00PM |

6. Beginning Thursday at 9:00 AM eligible students will be allowed to **pre-book** an additional 2 hours of any remaining time in studios for the current week.
7. If any student has a session start with no one booked in the time directly following their booked time they may extend their booking by a **maximum** of four hours, this can only be done at the *start* of a session.
8. Special advance or extended booking may be made available for class related Projects (Mid-Terms and Finals) only. Your instructor will explain the parameters for these “project sheet” bookings.

Beginning January 2, 2006 all graduates in good standing will be eligible to book time in school Studios and use Computer Lab stations for up to one year from their date of graduation (end of your last term). To be eligible you must:

1. Meet all academic, financial and placement obligations required for successful completion of your degree or diploma.
2. Pre-pay lab fees in the Business Office at the current rate for each quarter you want access to the studios (Up to one year from the end of your last term).
3. Apply with the lab office no later than one month in advance of the quarter you want access to receive a special alumni badge from IT for studio entry.

With the alumni studio badge, you will be able to:

1. Pre-book two hours of studio time per week (3 hours, if you book the 4am-7am time slot which is reserved for alumni).
2. Begin pre-booking on Thursday for the following week.
3. Check-in with the lab office and use any studio that is open at the time and was not pre-booked, or for which the previous reservation was cancelled or forfeited.

Studio Etiquette and Security

1. Check in/out procedures will include handing in a form of *Picture* identification for all students and guests at the start of each lab period. Without this identification, students will not be granted access to the labs. Students and guests will have their ID's returned to them after all checked out items have been

returned, and the Lab staff has determined the condition of the room and gear. This applies to all students and guests.

2. All guests must be directly involved in a session to have access to the building and must be accompanied by a student or instructor at all times. Guests are not allowed to handle or operate any IPR gear including (but not limited to) computer systems, consoles, microphones, outboard gear, etc. The *ONLY* exceptions are keyboards or other instruments checked out from the Lab Staff to be used for performance on a session. If any guest is found to be in infraction of this policy, they and the student they accompany will be removed from the facilities. **Remember, YOU are directly responsible for the actions of those whom you bring into the facilities.**
3. No door to the facility should ever be propped open for any reason, for any length of time. If you need to load in equipment please contact a Lab Instructor for assistance.
4. Please avoid leaving any room empty and unlocked for any length of time. If you must leave the room for a while, please lock the door behind yourself and have a lab instructor let you back in when you return.
5. **There will be no food or drink allowed in the studios at any time.** The only exception is bottled water with a cap; this will be allowed in the performance area only, for talent. **There will be no food or drink allowed in C-lab's, PT-Labs, or the EB Lab due to nearby technology.**
6. No student should be behind any console or outboard rack for the purpose of keeping all wiring neat and tidy. (Studio 6 being the exception)
7. All students are required to leave the room in cleaner condition than they found it. All chairs should be stacked, trash should be off the floors and surfaces, applications should be closed, projects should be saved to a storage drive (not the desktop), studio monitors should be turned down and muted, and all consoles and outboard equipment must be zeroed out. Microphone stands should be broken down, tightened, and neatly placed. Microphone and other cables should also be wrapped properly. You will not be allowed to leave your lab until these things have been completed.
8. Remember that ALL studio equipment are delicate tools and should be handled as such. Any careless use of the equipment will result in immediate loss of lab privileges and fiscal responsibility for any loss or damage. If you notice any damage to the equipment you should immediately notify the lab staff, or you may be held responsible for it yourself.
9. No student or graduate should be installing or changing permanent settings on any software. Also no student or graduate should be changing any connections or hardware configurations without the Lab Instructor's explicit consent. If you must change something for your session, please consult the Lab Staff for help and be sure that it gets changed back at the end of your session.
10. IPR will not be responsible for the storage and security of personal items left on the premises.
11. Students are responsible for backing up their projects. Drives will be cleared DAILY to prevent drive clutter, so please back up all materials.

No Shows, Cancellations, and Tardiness

1. If you are unable to make your scheduled studio time for any reason you are expected to contact the lab staff in advance to cancel your time. **You will need to contact the Lab Office at least 24 hours in advance to cancel your time!** This allows other students ample time to book the open time. If you do not cancel with at least a 24 hour notice you will be considered a No Show.
2. You are expected to be on time to your booked studio time. If you are more than 15 minutes late for your booked time, you will be considered Tardy and will risk losing both your time as well as future lab privileges.
3. Likewise, you are also expected to be respectful of other students' booked times and be out of the studio by your scheduled stop time. This means all CDs burned, backups made, consoles and rooms zeroed,

gear returned, etc. Students who are not checked out by the end of their scheduled time will be considered Tardy.

Prior Students (Drops)

Prior students who have dropped from the program (voluntarily or involuntarily) may not use the Lab facilities except as a guest of an Active student, and are restricted to the same guidelines as that for other guests.

Ineligibility

Students or alumni found in violation of any of the above lab rules will be placed on an Ineligible list for a period of no less than one week. Students placed on the Ineligible list will not be able to utilize or further book IPR facilities for the duration of this period.

IPR Alumni Access Policy

Graduates in good standing will be eligible to book time in IPR labs for a period of up-to one year following graduation from one of our degree programs.

To be eligible, graduates must:

- Meet all academic, financial and placement obligations required for successful completion of their degree.
- Apply with the lab office and pick up an Alumni Access Form no later than one month in advance of the quarter in which access is desired. **Graduates must reapply each quarter.**
- Return the form to the business Office and pre-pay the current alumnus lab fee.
- Bring the form to the IT Department and pick up an Alumni access badge (one time only.)
- Drop off the form in the Lab Office. Studio time can now be reserved.
- Maintain good standing with regard to lab and student conduct policies. Violations of lab policy will result in suspension of all facility access for a period of one quarter. Severe violations, or violations of student conduct policies, may result in permanent supervision of facility access. There will be no refunds.

Current alumnus lab fee*:

- For graduates of eligible programs** wishing to access the studios, the highest current lab fee for new students entering the school during the quarter in which access is desired.
- For graduates wishing lab access only , \$190.00

With the alumni access badge, graduates will be able to:

- Check-in with the lab office and use any available IPR Computer Lab, Business Lab, Digital Cinema Lab or Pro Tools Lab and its associated resources.
- Those eligible for studio access (having graduated from an eligible program and having paid the appropriate lab fee), check-in with the lab office and use any available studio, in which competency has been demonstrated, that is not booked or for which the previous reservation was cancelled or forfeited.
- Those eligible for studio access (having graduated from an eligible program and having paid the appropriate lab fee), graduates may pre-book two hours of studio time, per week, for the following week, for one studio in which competency has been demonstrated, beginning each Thursday at 9:00 a.m.

Alumni access will only be available for one year from the end of the graduate's final quarter. IPR recognizes this is an important way to maintain skills while establishing a professional career. Graduates with questions regarding this policy should contact the lab office at 612-436-5488.

*Fees will not be discounted, pro-rates, refunded or transferred.

**Eligible programs include: Audio Production & Engineering and Sound Design for Visual Media.

IPR Code of Conduct

It is the right and responsibility of The Institute of Production and Recording to enforce a code of student conduct which protects the rights of the student to an environment conducive to learning. This requires a classroom, campus and community in which students, faculty and staff are free of distraction and safe from violence, threats or intimidation as well as an environment that encourages an orderly approach to resolution of conflict.

The Code of Conduct, along with IPR Safety and Security Policies apply to conduct that occurs on the premises of the IPR campus (including adjacent sidewalks, streets or parking lots) or any school organized or sponsored activity, but may be extended to include off-campus conduct, at the school's discretion, if the alleged conduct: a) constitutes a criminal offense as defined by state, federal or local law, regardless of the outcome or existence of any criminal proceeding; or, b) indicates that the student may present a danger or threat to the health or safety of him/herself or others.

Violation of the Code of Conduct will result in immediate disciplinary action, up to and including suspension or expulsion from school. Appropriate action will be determined and enforced by the IPR Disciplinary Committee, consisting of the Director, Director of Admissions, Dean of Students and Dean of Faculty. In the event of either suspension or expulsion, no refunds of tuition or costs will be made.

All reports to the Disciplinary Committee should be addressed, in writing, through the Dean of Students.

Respectful and Courteous Behavior

First and foremost, all students are expected to maintain a respectful and courteous personal behavior to employees and fellow students alike. Students in violation of this policy may be asked to discontinue their behavior immediately. Failure to do so will result in an immediate report for consideration by the Disciplinary Committee.

Academic Dishonesty

Academic dishonesty in the form of cheating, sharing work with other students, or plagiarism, is not tolerated at IPR. Plagiarism can be defined as the use of another's production without crediting the source or presenting an idea or product derived from an existing source as new and original. Any violation of this policy will be

reported immediately for consideration by the Disciplinary Committee. Any student who is found in violation of IPR's policy relating to Academic Integrity is subject to the following actions: A grade of F for the work in question, a grade of F for the course in which the violation of academic integrity occurred, or potential expulsion from school. If a student wishes to appeal he/she must follow the grievance policy found in this handbook and the school catalog.

Classroom Conduct

A student may be asked to leave the classroom if, in the opinion of the instructor, the student's behavior distracts or interferes with the educational process. Examples of unacceptable behaviors include, but are not limited to, the following:

- Not following directions.
- Disturbing class by talking while the instructor or a fellow student is speaking.
- Sleeping in class.
- "Talking back" or use of offensive language to fellow students, instructors or staff.
- Theft, damage or destruction of tools and equipment, whether deliberate or due to direct negligence on the student's part.
- Computer fraud or software piracy.
- Use of cellular telephones, pagers, or other electronic devices unrelated to the classroom experience.

Continued or severely unacceptable conduct will be reported for consideration by the Disciplinary Committee.

Copyright & Intellectual Property

The use of IPR networks, computers, audio/visual and/or facsimile equipment to facilitate the unlawful possession, use or distribution of copyrighted material is strictly prohibited. United States copyright law provides protection to the creators of intellectual property, including literary, musical, dramatic, motion pictures, sound recording and other intellectual works. The unlawful copying or distribution of such materials is a crime.

Any violation of this policy will be reported immediately for consideration by the Disciplinary Committee. The committee will take appropriate disciplinary action, up to and including suspension/expulsion from school and/or report to appropriate law enforcement agencies.

Dress Code

IPR's primary objective is to prepare students for employment in business and industry. Although casual clothing is acceptable, no clothing with offensive images or slogans will be permitted. Students in violation of this policy may be required to obscure offensive images and slogans (i.e. turn an offensive t-shirt inside-out) or leave the premises and return with more appropriate attire. Students who refuse to do so will be reported for consideration by the Disciplinary Committee.

Drug and Alcohol Abuse

In accordance with the Drug-Free Schools and Communities Act amendments of 1989, Public Law 101-226, this institution is hereby declared a drug and alcohol free school and work place.

Students are prohibited from the unlawful manufacture, distribution, dispensing, possession, or use of controlled substance or alcohol anywhere on property belonging to the school including grounds, parking areas, anywhere within the building, or while participating in school-related activities. The school has the right to discipline students, including expulsion, for felony convictions regarding illegal use, possession, or trafficking of drugs.

Students or guests suspected to be illegally in possession or under the influence of drugs or alcohol while on school grounds or at school sponsored activities may be asked to leave immediately. Students or guests known to be illegally in possession or under the influence of drugs or alcohol while on school grounds or at school sponsored activities may be reported immediately to the appropriate local law enforcement agency. All violations will be reported immediately to the Disciplinary Committee for further review.

As a condition of enrollment, students must abide by the terms of the policy or the school will take one or more of the following actions within 30 days with respect to ANY student who violates this policy by:

1. Reporting the violation to law enforcement officials.
2. Requiring student to participate in a substance abuse rehabilitation program approved for such purposes by a federal, state, local health, law enforcement or other appropriate agency.
3. Taking appropriate disciplinary action against a student, up to and including expulsion from school.

In compliance with the law, this institution will make a good faith effort to maintain a drug and alcohol free campus and work place through implementation of the preceding policy and will establish and maintain a drug and alcohol-free awareness program.

Discrimination and Harassment

IPR is committed to providing a learning environment that is free from Discrimination, Harassment and offensive behavior. In accordance with this commitment, IPR prohibits Discrimination by, or Harassment of:

- a student by another student;
- a student by a faculty member, employee or supervisor; or
- a faculty member, employee or supervisor by a student.

For the purposes of this policy **Discrimination** shall mean any actions or words intended to demean a person, or create a distinction in treatment of a person, for any reason including, but not limited to, race, color, creed, religion, national origin, sex or sexual preference, marital status, veteran/military status, disability, age, status with regard to public assistance, membership or activity in a local commission or any other legally protected characteristic.

IPR is committed to providing equal opportunity to all employees, students, customers and vendors and will not allow discriminatory activity against, or by, any employee, student, customer or vendor. IPR will employ only those policies that will ensure a discrimination free environment, and will ensure the right of all persons to be recruited, hired, educated, trained, compensated and promoted based upon individual merit and ability.

For purposes of this policy **Harassment** shall mean any offensive, abusive or degrading actions, comments or behavior; epithets; threats; derogatory statements; unwelcome jokes; teasing; bullying and/or any offensive written or pictorial material.

Sexual Harassment is one form of harassment. **Sexual Harassment**, for the purposes of this policy, shall mean unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, and any other form of verbal or physical conduct or communication, where:

- submission to the conduct or communication is made, either explicitly or implicitly, a term or condition of a student's grade or successfully passing a class;
- submission to, or rejection of, the conduct or communication is used as a factor in decisions impacting that student's grade or successfully passing a class;
- the conduct or communication has the purpose or effect of substantially interfering with a student's class standing or creates a hostile, intimidating or offensive learning environment.

No student will be denied nor receive special treatment based on agreeing to, or rejecting, sexual advances or other conduct of a sexual nature contrary to this policy. This policy includes unwanted sexual behavior by both male and females.

Every student of IPR is required to support this commitment to a learning environment free from harassment and discriminatory behavior by conducting him/herself in a manner that is consistent with the intent and spirit of this policy.

Any student who feels that they have been the victim of discriminatory or harassing behavior by a student, or staff member, should contact either the Dean of Students or Campus Director immediately.

Reporting Sexual Harassment/Violence

Members of the school community who believe they have been sexually harassed or have been the victim of sexual violence may file a complaint according to the procedures outlined below. Victims are reminded of the importance of preserving evidence for the proof of the criminal offense.

No retaliatory actions may be taken against any person because s/he makes such a complaint or against any member of the school community who serves as an advisor or advocate for any party in such a complaint. No retaliatory actions may be taken against any member of the school community merely because s/he has been the object of such a complaint.

Informal Complaint Procedures:

1. A student may make an informal complaint to either the Dean of Students or Campus Director. An employee may make an informal complaint to either the Campus Director or the Human Resources Department. The person to whom the informal complaint is made shall be referred to herein as the "advisor."
2. An informal complaint may be verbal or in writing, identifying the individual(s) involved and specifying the conduct alleged.
3. The advisor contacted by a person who may have been subjected to sexual harassment shall give a copy of this entire policy to the person, who may then choose to pursue either informal or formal procedures.
4. The complaint shall remain strictly confidential. No specific circumstances, including the names of any people involved, will be reported to anyone else without the written permission of the person making the complaint, except that the advisor shall prepare a written record of the complaint, which shall be forwarded to the Dean of Students (in the case of a student complaint) or to the Human Resources Department (in the case of an employee complaint) within one (1) working day, where the written record will remain confidential. In the event that the Dean of Students or the Human Resources Department is either the subject of the complaint, or is involved in the subject matter of the complaint in any way, the written record of the complaint shall be forwarded to the Campus Director.
5. Informal complaints will be investigated by a panel of at least three persons, appointed by the Dean of Students, Campus Director, or the Human Resources Department, depending on where the written record of the complaint was forwarded, and shall include: 1) either the Dean of Students or the Human Resources Department; and 2) at least one human resources representative.
6. The panel will make whatever investigation it deems necessary without disclosing or revealing the identity of the complainant except with the permission of the complainant. Upon completing its investigation, the panel will issue a finding, in writing, containing its investigative methods, the results of the investigation, and the proposed action to the Campus Director for final action. This report will be

shown to and separately signed by both the complainant and the subject of the complaint, but will otherwise be kept confidential.

7. A complainant may at any time request that an informal investigation become formal. During the informal procedures, both the person bringing a complaint and the person against whom the complaint is made may have a representative present in any discussions.

Formal Complaint Procedures:

1. A formal complaint of sexual harassment must include a written statement signed by the complainant specifying the incident(s) of sexual harassment and specifying the individual(s) involved. The statement may be prepared by the complainant or by an advisor as a record of the complaint. The complaint must be addressed to the Dean of Students (in the case of a student complaint) or the Campus Director, (in the case of an employee complaint), who will then formally request that a panel be appointed to investigate the complaint. The panel shall be appointed in the same manner as section 5 of the informal procedure.
2. The panel will investigate formal complaints in the following manner:
 - a. The advisor who is first contacted, after giving the complainant a complete copy of this policy and with the complainant's written consent, will deliver the written complaint to the panel.
 - b. The panel will inform the person complained against of the nature and substance of the complaint, and of the name of the person making the complaint. If it appears necessary for the panel to speak to any other persons to investigate the complaint, it will do so only after informing the complainant and the subject of the complaint.
 - c. The chair of the panel will be in communication with the complainant until the complaint is resolved. The complainant will be informed of the procedures the panel is following throughout the investigation, and will have the right to supplement the panel's investigation with his/her own presentation of facts.
 - d. The panel will resolve complaints expeditiously. To the extent possible, the panel will complete its investigation and make recommendations within 60 days from the time formal investigation was initiated.
 - e. If a complainant makes a request to remain unidentified until a later date (e.g. until the end of a course), the panel will decide whether to hold the complaint without further action until the date requested.
 - f. If a formal complaint has been preceded by an informal investigation, the panel appointed shall be a panel separate from that which investigated the informal complaint, and the new panel will decide whether there are sufficient grounds to warrant a formal investigation.
3. After the investigation is completed, the panel will report to the Campus Director:
 - a. Its findings that there is insufficient evidence to support the complaint; or
 - b. A proposed resolution to the complaint that satisfies both the complainant and the person complained against; or
 - c. Its findings that there is sufficient evidence to support the complaint with recommendations for discipline; and,
 - d. The factual circumstances upon which its recommendation is based.
 - e. If the Campus Director is the subject matter of the complaint, the report shall be made to the President. If the President is the subject matter of the complaint, the report shall be made to a previously identified designee of the President.

Recommended Corrective Action

Pursuant to either informal or formal procedures, recommended action may include: verbal or written reprimand of the harasser; suspension, dismissal or transfer of the harasser; a change of grade or other academic record for a student who has been the victim of harassment; or any other appropriate action.

The institution will make every attempt to change a victim's academic situation after the report of an alleged sex offense. The available options will be presented to the victim. If options are available, the change will occur as soon as reasonably possible. The panel has no power to take corrective action beyond making a recommendation.

Corrective action will be taken only by the Campus Director, the President, or his designee. In the event that the President is the subject of the complaint, a previously identified designee of the President may take corrective action.

Both the accuser and the accused will be informed of the outcome and any disciplinary proceeding brought alleging a sex offense. Compliance with this paragraph does not constitute a violation of the Family Educational Rights and Privacy Act (20 U.S.C. 1232g). For the purpose of this paragraph, the outcome of the disciplinary proceeding means only the institution's final determination with respect to the alleged sex offense and any sanctions that is imposed against the accused.

False Charges

If the panel in either an informal or formal procedure determines that a complaint was made with knowledge that the facts were false, the panel shall so notify the Campus Director, the President, or his designee and may recommend appropriate disciplinary action.

Sexual Violence

If a complaint alleges facts which may constitute sexual violence which occurred at the school facility, the complainant and/or advisor must immediately contact the Human Resources Department for assistance. Advisors are not to reveal the name of the complainant unless s/he chooses to be identified. The Human Resources Department shall at all times, have available the names and contact numbers of local law enforcement agencies that are to be called for immediate help. No school community member shall attempt to resolve a possible sexual violence situation, but shall contact law enforcement officials through the Human Resources Department.

Rights of Harassment/Sexual Violence Victims

In addition to the procedures outlined in this policy, any victim of harassment or sexual violence has additional private rights and recourses. No member of the school community shall in any way discourage solicitation of these private rights and recourses, and all members of the school community should cooperate with the complainant's pursuit of these additional remedies.

Resources that may be helpful in dealing with discrimination or sexual harassment issues:

- Minnesota Department of Human Rights (MDHR) (651) 296-5663
- Equal Employment Opportunity Commission (EEOC) (612) 335-4040
- Minneapolis Police Department 911
- United Way 211
- Rape and Sexual Abuse Center (612) 825-4357
- Sexual Violence Center (612) 871-5111

Violence & Threatening Behavior

The Institute of Production and Recording has adopted a ZERO TOLERANCE policy with respect to violence and to maintaining a safe and secure campus. Given the increasing violence in society in general, we have

adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur.

Firearms, weapons, and other dangerous or hazardous devices or substances are strictly prohibited on the premises of the IPR campus (including adjacent sidewalks, streets or parking lots) or any school organized or sponsored activity. Employees and students becoming aware of the presence of these items on the premises should report it to their supervisor, instructor, or another member of management immediately.

All employees and students should be treated with courtesy and respect at all times. Employees and students are expected to refrain from fighting, “horseplay”, or other conduct that may be dangerous to others. Conduct that threatens, intimidates, or coerces another employee, student, or member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including but not limited to harassment that is based on an individual’s sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to the immediate supervisor, instructor, or any other member of management. This includes threats by employees, students, visitors, or other members of the public. When reporting a threat of violence, be as specific and detailed as possible.

All suspicious individuals or activities should be reported as soon as possible to a supervisor, instructor, or another member of management. Violence, or the threat thereof, is a crime and will be treated so.

IPR will promptly and thoroughly investigate all reported threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain employee and student safety and the integrity of its investigation, the school may suspend the employees or students allegedly involved, pending investigation. (7/09)

Safety and Security Policies and Procedures (rev. 5/20/10)

IPR has the authority to ask persons for identification and to determine whether individuals have lawful business at IPR. IPR also has the authority to tow vehicles at the expense of the vehicles owners.

Criminal incidents are referred to the local police who have jurisdiction on the campus. All crime victims and witnesses are strongly encouraged to immediately report the crime to an IPR staff member and to the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

Reporting a Crime

Students and faculty members who need to report a crime should notify one of the following administrators as soon as possible after the occurrence of the suspected crime: Director, Director of Admissions, Director of Financial Aid, Director of Career Services, Dean of Students, Dean of Faculty or front desk personnel.

Students who wish to report a crime and who cannot immediately locate an administrator should report the crime through either the main reception desk or the Lab Office. The receptionist will immediately convey important information related to the crime to appropriate authorities.

Students needing immediate assistance should first report to the reception desk or the Lab Office. At the earliest possible opportunity, one of the administrators should be notified.

Response to a Reported Crime

School officials and administrators will notify appropriate law enforcement upon being informed of a crime. Non-emergency notifications will be made through the Director. Emergency notifications and any crime requiring immediate investigation will be reported directly to the Local Police Department. Whether the crime is emergency or non-emergency in nature, the Director should be informed at the soonest possible time.

Timely Warning

When notified of criminal activity, whether on campus or on public property adjacent to the campus, that is believed to represent a serious or continuing threat to students or employees IPR may use a variety of means to provide students and employees with a timely warning of said threat including e-mail, postal mail and/or telephone communication. The Director will review all reported activity and determine which incidents will require warning of the campus community.

Criminal Activity Off-Campus

IPR does not provide services to any off-campus school events or activities. Criminal activity at off campus events and activities should be reported to the appropriate local police department. However, any criminal activity at recognized off-campus events or activities should be reported to IPR for review by the Dean of Students and Director for possible disciplinary action.

Crime Prevention

To Protect Personal and School Owned Property

- A. Do not leave books, calculators, or bags unattended even for a few minutes. Always keep your valuables safe and within eyesight.
- B. Never leave a valuable items lying on a desk top or exposed to view, even if you are absent only for a few minutes. Do not carry credit cards unless you are going to use them. Also, do not carry large amounts of cash.
- C. Never loan keys to anyone nor have keys unnecessarily made.
- D. Notify school administration of any suspicious person.
- E. Do not "flash" large amounts of money or valuables in public.

To Protect Yourself In Public Places

- A. When walking at night avoid dark vacant areas.
- B. Be alert to your surroundings. If you notice that you are being followed or that someone is acting suspiciously, head quickly for a lighted area or a group of people.
- C. When walking:
 1. Avoid shortcuts - stay in areas that are well lit with a lot of traffic.
 2. Do not hitchhike.
 3. Never walk alone at night unless it is absolutely necessary.

To Protect Yourself When Driving And/Or When Parked

- A. Never pick up hitchhikers.
- B. Park in well-lighted designated parking areas.
- C. Keep all doors and windows closed and locked.
- D. Look inside your vehicle before entering. Look under your car from a distance.
- E. Close and lock all doors and windows once inside.

- F. Do not leave valuable property exposed to view.
- G. If someone tries to enter your stopped vehicle, accelerate and leave the area immediately.
- H. If stopped by another vehicle, lock your car and sound your horn repeatedly for help.
- I. After dark walk to your car with someone if possible.

Access Policy

The Institute of Production & Recording is open 24 hours a day, 7 days a week, with the exception of holiday closures and limited hours of access during the quarter breaks. Office hours Access for students, alumni, and employees is through an issued access control card and school I.D.

Access for all others is via the Lab Office or Reception desk, with whom they will be required to sign in.

No one under the age of 16 will be allowed access to the facilities unless they fall into one of the following three categories:

1. They are here as part of a tour or appointment with one of the various departments and are in the presence of a legal guardian.
2. They are here as a guest of an employee.
3. They are here as a guest of either a student or alumni for a specific scheduled lab and have written permission for that specific scheduled lab from either the Dean of Students or the Dean of Faculty.

Access Procedures

- All guests **must** sign in at either the Reception Desk or the Lab Office and receive a visitor ID.
- All guests of students (except approved minors) will be required to present a drivers license or government issued picture ID.
- Students/alumni must sign in after 6pm for Labs.
- No one may “search” for a student, parent, alumni, employee, contractor, guest, invitee, or anyone else in the facilities. If it is determined to be an emergency then the individual(s) “searching” may wait with Reception or the Lab staff while either the Registrar’s or Lab Office (after 5pm daily) finds the individual being “sought after”, and informs them of the situation.
- The Lab Office will inform the Dean of Students of any removal of an individual from the premises for violation of Lab Policy.
- Employees have been issued keys based on access need. Anyone feeling the need to routinely access any additional areas should contact their supervisor.
- Alumni access to the facilities is based on meeting the criteria for the **IPR Alumni Studio Use Policy**.

Guests

A “**guest**” is defined as someone with an authorized “**host**”. An authorized “**host**” is one of the following:

- A. A student in good standing.
- B. An alumnus in good standing.
- C. A current employee.

Guests may not access the campus if their host is not present.

All students, alumnus and employees are responsible for the conduct of their guest(s). Any violation of IPR policy by a guest will be the responsibility of their host. In severe cases of misconduct, guests and/or their host may be asked to vacate the campus, including adjacent property (sidewalks, parking lots, etc.) Guests and/or

their host may not be allowed back on campus until a log of the incident may be reviewed by the Disciplinary Committee.

School ID/Access Cards

All staff and students are required to wear their ID Badges in a prominent, visible location at all times when on campus.

- Students are issued a Student ID/Access Card by the IT Department at the start of their first quarter of school.
- If a student is Withdrawn or Graduates their Access Card will be deleted from the system. If a student is later re-instated they will generally receive a new ID/Access Card.
- Any student or staff member who has forgotten or lost their School ID will be required to sign in with the Lab Office and receive a temporary visitor ID (valid for one day only).
- All guests must sign in at either the Reception Desk or the Lab Office and receive a visitor ID.

Lost or Stolen School ID/Access Cards

- The fee to replace a lost or stolen Access Card will be \$15.00 for the first replacement and \$50.00 for any subsequent replacement.
- The fee to replace a lost or stolen School ID will be \$5.00.
- All payments should be made to the Business Office and a receipt of payment provided to the IT Office.

IPR has the authority to ask persons for identification and to determine whether individuals have lawful business at IPR. IPR also has the authority to tow vehicles at the expense of the vehicles owners. Criminal incidents are referred to the local police who have jurisdiction on the campus. All crime victims and witnesses are strongly encouraged to immediately report the crime to an IPR staff member and to the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

Parking

IPR **does not** provide parking for students or their guests at anytime.

Emergency Plan

In the event that it would be necessary to evacuate the Institute of Production and Recording, the evacuation plan is as follows:

In the event of a fire, smoke from a fire, or detection of a gas odor, call 911 and evacuate the premises:

Occupants of the Jackson Building will be notified by designated IPR personnel via megaphone. Occupants of the Colonial Building will be notified via alarm system. Evacuate students and staff to the safe area. **When evacuating, leave everything as is and take class rosters. Close doors and leave them unlocked, if possible.**

- Follow primary evacuation route whenever possible. Campus Director or designated departmental director will observe and determine if an alternate route is needed because the primary route is blocked or dangerous. See maps of exits and routes located at designated areas of the school. Follow IPR personnel's instructions.
- The safe area for the Jackson building is the bridge and parking lot just north of the building. The safe area for the Colonial building is the parking lot across the street of the Colonial main entrance.

- Employees must check with Managers before leaving the premises. Managers must know at all times if their employees are on the premises.
- Students must check with instructors before leaving the premises
- Instructors must take attendance at the beginning of each class and indicate any absent student on their paper attendance roster. This information will be needed to report missing students to the Campus Director, Facilities Director, or Dean of Students at the safe area. This information then can be passed on to the emergency responders.
- All employees must be aware of any guests that they have on the premises.

Tornado/severe thunderstorm WATCH has been issued in an area near school:

- Designated IPR personnel will be monitoring weather radios which are located in the Facilities Director’s office and the Lab Office.
- Campus Director or designated departmental director will determine when to initiate an evacuation.

Severe weather procedure is the same as the fire evacuation procedure, except we will be directing the occupants to the basement

Tornado/severe thunderstorm WARNING has been issued in an area near school, or a tornado has been spotted near school:

- Bring all students, staff, faculty, and guests of IPR inside building(s).
- Move students and staff to safe areas located in the following locations:
 - IPR’s Jackson building severe weather safe area is in the basement. It is accessible via the dock area. See campus maps. IPR personnel will direct you to this area.
 - IPR’s Colonial building severe weather safe area is in their basement. See campus maps. IPR personnel will direct you to this area.

Tornado safe areas are interior hallways or rooms away from exterior walls and windows and away from large rooms with long-span ceilings.

- Close classroom doors.
- Instructors take class attendance rosters.
- Ensure that students are in “tuck” positions.
- Instructors take attendance.
- Remain in safe area until warning expires or emergency personnel (or appropriate school administrator) have issued an all-clear signal.

Flooding

- Designated IPR personnel will be monitoring weather radios which are located in the Facilities Director's office and the Lab Office.
- Review evacuation procedures with staff.
- Check relocation centers. Find an alternate relocation center if primary and secondary centers would also be flooded.
- Check transportation resources.
- If emergency responders advise evacuation, do so immediately.
- Instructors take attendance.

OTHER RESOURCES:

Drug and Alcohol Abuse Prevention Policies and Resources

In accordance with the Drug-Free Schools and Communities Act amendments of 1989, Public Law 101-226, this institution is hereby declared a drug and alcohol free school and work place.

Students are prohibited from the unlawful manufacture, distribution, dispensing, possession, or use of controlled substance or alcohol anywhere on property belonging to the school including grounds, parking areas, anywhere within the building, or while participating in school-related activities. The school has the right to discipline students, including expulsion, for felony convictions regarding illegal use, possession, or trafficking of drugs.

Students or guests suspected to be illegally in possession or under the influence of drugs or alcohol while on school grounds or at school sponsored activities may be asked to leave immediately. Students or guests known to be illegally in possession or under the influence of drugs or alcohol while on school grounds or at school sponsored activities may be reported immediately to the appropriate local law enforcement agency. All violations will be reported immediately to the Disciplinary Committee for further review.

As a condition of enrollment, students must abide by the terms of the policy or the school will take one or more of the following actions within 30 days with respect to ANY student who violates this policy by:

4. Reporting the violation to law enforcement officials.
5. Requiring student to participate in a substance abuse rehabilitation program approved for such purposes by a federal, state, local health, law enforcement or other appropriate agency.
6. Taking appropriate disciplinary action against a student, up to and including expulsion from school.

In compliance with the law, this institution will make a good faith effort to maintain a drug and alcohol free campus and work place through implementation of the preceding policy and will establish and maintain a drug and alcohol-free awareness program.

Drug & Alcohol Awareness

The following facts, health risks, and sanctions, associated with unlawful use, possession, or distribution of illicit drugs and alcohol are provided by the Minnesota Prevention Resource Center. We consider the content an integral part of our drug-free school and work place policy.

The Federal Government has taken a number of legal steps to curb drug abuse and distribution. These anti-drug laws could affect several areas of one's life. For instance, the Department of Housing and Urban Development, which provides public housing funds, has the authority to evict residents found to be involved in drug related

crimes on or near the public housing premises. Businesses with federal contracts are subject to a loss of those contracts if they do not promote a drug-free environment. In our particular situation, students involved with drugs could lose their eligibility for financial aid. Further, they could also be denied other federal benefits, disability, retirement, health, welfare, and Social Security. Finally, a record of a felony or conviction in a drug-related crime may prevent a person from entering certain career fields.

Drugs and alcohol are highly addictive and injurious to the person and can cause harmful effects to virtually every aspect of a person's life, i.e. relationships, family, job, school, physical and emotional health. Those who use drugs and alcohol may lose their sense of responsibility, become restless, irritable, paranoid, depressed, inattentive, and anxious, experience sexual indifference, and experience a loss of physical coordination and appetite, slip into a coma, experience convulsions, or even die.

Persons who use drugs and alcohol face not only health risks, but their ability to function in their personal and professional lives can be impaired as well. Some examples of this are a hangover, or a feeling of being "burnt out," being preoccupied with plans for the next drink or "high," or slowed reflexes that can be especially dangerous while driving. Alcohol-related driver deaths are the top killer of 15-24 years old.

There are danger signals that could indicate when someone is in trouble with drugs or alcohol:

- Inability to get along with family and friends.
- Uncharacteristic temper flare-ups.
- Increased "secretive" behavior.
- Abrupt changes in mood and attitude.
- Resistance to discipline at home or school.
- Getting into a "slump" at work or school.
- Increased borrowing of money.
- A complete set of new friends.

We have designated a Student Success Coordinator, who is available to hear concerns regarding drug and alcohol use, offer referrals, advice and information on drug and alcohol education and services in the community. Issues discussed will be kept confidential.

The following is a list of organizations and contact numbers that may be helpful in dealing with drug and alcohol abuse/dependency issues:

Adult Children of Alcoholics

(ACA/AcoA)
P.O. Box 3216
Torrance, CA 90510
310-534-1815

Alanon/Alateen

Family Group Headquarters, Inc.
P.O. Box 862
Midtown Station
New York, NY 10018-0862
1-800-356-9996 (Literature) or 1-800-344-2666 (Meeting Referral)

Alcoholics Anonymous

World Services, Inc.
475 Riverside Drive
New York, NY 10115

Nar-Anon Family Group Headquarters, Inc.

P.O. Box 2562
Palos Verdes Peninsula, CA 90274
310-547-5800

Narcotics Anonymous (NA)

World Service Office
P.O. Box 9999
Van Nuys, CA 91409
818-773-9999

National Association for Children of Alcoholics

11426 Rockville Pike, Suite 301
Rockville, MD 20852
301-468-0985

212-870-3400 (Literature) or 212-647-1680 (Meeting Referral)

CDC National AIDS Hotline

1-800-342-AIDS
1-800-344-SIDA - - Spanish
1-800-AIDS-TTY - - TDD

**Center for Substance Abuse Treatment
National Drug and Alcohol Treatment Referral Service
1-800-662-HELP**

Referrals To:

1-800-ALCOHOL
1-800-COCAINE
1-800-448-3000 BUYSTOWN

Children of Alcoholics Foundation, Inc.

555 Madison Avenue, 20th Floor
New York, NY 10022
212-754-0656 or 800-359-COAF

Cocaine Anonymous

World Service Office
3740 Overland Avenue, Suite C
Los Angeles, CA 90034
1-800-347-8998

Families Anonymous

P.O. Box 35475
Culver City, CA 90231
1-800-328-9000

Hazelden Educational Materials

Pleasant Valley Road
P.O. Box 176
Center City, MN 55012-0176
1-800-328-9000

NAFARE Alcohol, Drug, and Pregnancy Hotline

200 N. Michigan Avenue
Chicago, IL 60601
1-800-638-BABY

National Clearinghouse for Alcohol and Drug Information

P.O. Box 2345

Rockville, MD 20847-2345
301-468-2600 or 1-800-729-6686

National Council on Alcoholism and Drug Dependence

12 West 21st Street, 7th Floor
New York, NY 10010

1-800-NCA-CALL

National Families in Action

2296 Henderson Mill Road
Suite 204
Atlanta, GA 30345

Marijuana Anonymous

World Services
P.O. Box 2912
Van Nuys, CA 91404
1-800-766-6779

Mothers Against Drunk Driving (MADD)

511 E. John Carpenter Freeway
Suite 700
Irving, TX 75062
214-744-6233
Victim Hotline: 800-438-6233 (GET MADD)

National Highway Traffic Safety Information

400 7th Street, SW
Washington, DC 20590
202-682-7814

Rational Recovery Systems

P.O. Box 800
Lotus, CA 95651
1-800-303-CURE

Women for Sobriety
P.O. Box 618
Quakertown, PA 18951
1-800-333-1606

Secular Organization for Sobriety
P.O. Box 5
Buffalo, NY 14215
310-821-8430

CITY OF MINNEAPOLIS INFORMATION

Transportation

- METRO TRANSIT (612) 349-7000
- General Information (612) 373-3333
 - 24 hr Departure times for all routes (612) 341-4287
 - TTY route and schedule information (612) 341-0140

TAXI CABS

In Minneapolis, you aren't usually able to hail a cab. In order to get one, you must call the phone number and give the operator the exact address of where you would like to be picked up. The websites listed here will give you the phone numbers of many cab companies in the Minneapolis and St. Paul areas. One easy one to remember is Blue & White Taxi: 612-333-3333.

- St. Paul: http://www.magicyellow.com/category/Taxicabs/Saint_Paul_MN.html
- Minneapolis: http://www.magicyellow.com/category/Taxicabs/Minneapolis_MN.html

Workout Centers

YMCA

- 30 South Ninth Street, Minneapolis (612) 371-8700
- General Office and Membership Information

YWCA

- 1130 Nicollet Mall, Minneapolis (612) 332-0501
- General Office and Membership Information

Recreational Activities

UNIVERSITY OF MINNESOTA ATHLETIC EVENTS (612) 624-8080

- 24- Hour Recorded Information

SPORTS TICKET OFFICES:

- Gophers (University of Minnesota teams) (612) 624-8080
- St. Paul Saints (minor league baseball) (651) 644-6659
- Timberwolves (professional basketball) (612) 337-3865
- Twins (major league baseball) (612) 338-9467
- Vikings (professional football) (612) 333-8828

Spiritual Resources – a place to begin

- Greater Minneapolis Council of Churches (612) 721-8687

www.gmcc.org/symphony/conglist.php

Jewish Community Relations Council (612) 338-7816
www.jewishminnesota.org

Islamic Center of Minnesota (763) 571-5604
www.icmorg.com

Hindu Society of Minnesota (612) 788-1751
www.hindumandirmn.org

Minnesota Zen Meditation Center (612) 822-5313
www.mnzecenter.org

MEDICAL CARE

Students must take proper care of their health so that they can do their best in school. This means regular hours, plenty of sleep, sufficient exercise and nutritious food. Students who become seriously ill or contract a communicable disease should stay home and recover. The school is not responsible for rendering medical assistance but will refer students to a proper medical facility upon request. You can also check the back of your health or dental insurance card for your subscriber or member services phone number. This number can be helpful in identifying local health care providers who are covered within your insurance plan. **Medical and dental appointments should be made before or after school hours. Here are some numbers to get you started:**

UNITED WAY 211

- 24-Hour Information and Referral Service (crisis intervention, medical clinics, support groups) 211 (land lines) or (651)291-0211 Cell phones

MEDFORMATION

- Information and Referral Services (651) 697-3333

HENNEPIN COUNTY MEDICAL CENTER

- 701 Park Ave., Minneapolis, General Information (612) 873-3000
- Urgent Care- (immediate, non-Emergency Room care) (612) 873-5555

Hours: 10 a.m.- 10 p.m.

*MUST REGISTER BEFORE 8 p.m. TO RECEIVE TREATMENT

- Emergency Room (612) 873-5683
- Suicide Prevention (612) 873-2222
- Crisis Intervention Center (612) 873-3131
- Phone line for directions (612) 873-9800

PLANNED PARENTHOOD

● 1200 Lagoon Avenue (Uptown Clinic)

(800) 230-PLAN

Community Involvement

Voter registration: Information may be obtained through the Minnesota Secretary of State at:
<http://www.sos.state.mn.us/home/index.asp?page=4>

Voter registration forms are available at:
http://www.sos.state.mn.us/docs/english_voter_registration_application_with_return_address.pdf

General information on issues that impact young adults is available at:
United States Elections Assistance Commission - <http://www.eac.gov/voter>
MTV Rock the Vote - <http://www.rockthevote.com/home.html>

