



IPR Consumer Information Report June 2010

IPR is required, no later than July 1st of each year, to disclose the availability of the following information contained herein to all current and prospective students:

Accreditation & Registration
Articulation Agreement(s)
Code of Conduct
Degrees/Programs of Study, Facilities, Faculty and Administrative Personnel
Disability Accommodations
Drug and Alcohol Abuse Prevention Policies and Resources
Family Education Rights and Privacy Act (FERPA)
Financial Aid Information
Graduation & Employment Rates
Safety and Security Policies and Procedures
Satisfactory Academic Progress
Transfer of Credit Policy
Vaccination Policy

Accreditation & Registration

The Institute of Production and Recording is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).

The Institute of Production and Recording is registered as a private institution with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

Articulation Agreement(s)

The Institute of Production and Recording works collaboratively with other career colleges as members of the Globe Education Network (The Network). The Network supports education and administration at member career colleges, including Globe University, Minnesota School of Business, Utah Career College, Minnesota School of Cosmetology, and the Duluth Business University.

The Network provides operational support for administrators of member colleges and universities, and provides academic support and manages a wealth of shared resources for the benefit of students.

Through consortium agreements approved by member schools' accrediting bodies, credits earned for classes taken at schools within the Network apply directly to degree programs at member schools. Degrees are granted by the individual colleges.

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 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.

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.

Weapons Policy

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.

Degrees/Programs of Study, Facilities, Faculty and Administrative Personnel

Current information about the schools Degrees/Programs of Study, Facilities, and lists of Faculty and Administrative Personnel can be found in the current IPR Catalog (2010-2011). The catalog is available online at http://www.ipr.edu/pdf/ipr_catalog_2010.pdf or in print form, by request, from the IPR Office of Admissions (612-375-1900).

Disability Accommodations

The Institute of Production & Recording (IPR) is committed to assuring equal access to facilities, programs, activities, and services by students with disabilities. Its goals are:

- To provide reasonable accommodations to qualified students.
- To promote an informed and hospitable learning community.
- To advocate for campus-wide ADA/Section 504 compliance.

Students at IPR should ask for and expect to be granted their civil right to equal opportunity to learn and achieve based on their innate abilities and not be judged solely on the basis of a disability.

Civil Rights and the Student

Access to IPR is a civil right.

The Office of Civil Rights enforces two laws that prohibit discrimination based on disability. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination based on disability in programs or activities receiving federal financial assistance.

For more information from the Office of Civil Rights on Disability Accommodations please view the following web page:

<http://www.ed.gov/policy/rights/guid/ocr/disability.html>

IPR promises that no otherwise qualified person with a disability will be denied or limited participation in or the benefits of any programs solely on the basis of a disability. IPR prohibits disability discrimination against qualified students and will make certain all students and others have an equal opportunity in accessing our school. IPR is not barrier-free, but reasonable accommodations will be made to guarantee program access. Reasonable accommodations modify non-essential components of programs so individuals will have equal access to participate and compete. All accommodation requests will be given due process and consideration.

What differences are there between high school and postsecondary education in terms of my disability? *(Adapted from the office of Civil Rights)*

Section 504 and Title II protect elementary, secondary and postsecondary students from discrimination. However, several of the requirements that apply through high school are different from the requirements that apply in postsecondary education. Unlike high schools, postsecondary schools are not required to provide free appropriate public education to each student with a disability. Rather, postsecondary schools are required to provide appropriate academic adjustments as necessary to ensure that it does not discriminate on the basis of disability.

May IPR deny my admission because I have a disability? *(Adapted from the office of Civil Rights)*

No. IPR may not deny your admission because you have a disability. If you meet the essential requirements for admission, you may be admitted to the school. However if you would like to request an accommodation for the entrance exam, you must follow the procedures outlined in this packet for disability accommodation.

Do I have to inform IPR that I have a disability? *(Adapted from the office of Civil Rights)*

No. However, if you would like IPR to provide an accommodation you must identify yourself as having a disability and follow the procedures outlined in the packet for disability accommodation. Your disclosure of a disability however is always voluntary.

What academic adjustments must IPR provide? *(Adapted from the office of Civil Rights)*

Appropriate academic adjustments must be determined based on your disability and individual needs. Academic adjustments may include auxiliary aids and modifications to academic requirements as are necessary to ensure equal educational opportunity. Example of such adjustments are reducing course load, providing note takers, recording devices, sign language interpreters, and extended time for testing.

In providing an academic adjustment, IPR is not required to lower or affect substantial modifications to essential requirements. For example, although IPR may provide extended test time for qualified students, IPR will not change the substantive content of the test. In addition, IPR will not make modifications that would fundamentally alter the nature of a service program or activity that would result in undue financial or administrative burdens.

If I want an academic adjustment, what must I do? (Adapted from the office of Civil Rights)

You must inform IPR that you have a disability and need an academic adjustment. You can inform us by completing a special accommodations request form and turning it into the office of the Dean of Students. Unlike your school district, IPR will not identify you as having a disability or assess your needs.

Once you turn in your special accommodations request form you will make an appointment with the Dean of Students to discuss your accommodations request. At this meeting it will be determined what accommodations will be granted while a student at IPR. Each quarter, your instructors will receive a list of your approved accommodations for each class you are taking.

When should I request an academic adjustment? (Adapted from the office of Civil Rights)

Although you can request an academic adjustment from IPR at any time, you should request it as early as possible. Some academic adjustments may take more time to provide than others.

Do I have to prove that I have a disability to obtain an academic adjustment? (Adapted from the office of Civil Rights)

Yes, appropriate documentation must accompany your special accommodations request form. IPR follows guidelines established by AHEAD (Association on Higher Education and Disability) regarding appropriate documentation of disabilities.

For physical disability accommodations such as scribes, readers, or in-class assistants, documentation must consist of a physician's note verifying the student's medical condition including diagnosis, duration of disability, specific request for accommodation(s), description of functional limitation(s) and how the limitation(s) impacts the student's need for accommodations. For learning/psychological disability accommodations such as note takers and extended time or a distraction-reduced room for tests

- Documentation must be prepared and signed by an appropriate, qualified professional such as a psychologist, medical doctor, psychiatrist, learning disabilities specialist, or neurologist.
- Documentation must be current (within three to five years of request) and be an assessment of the person as an adult. For psychiatric disabilities, the evaluation must be within 12 months of the request for accommodations.
- Documentation must include a diagnosis, and describe the comprehensive testing and techniques used to arrive at the diagnosis (including evaluation date(s) and test results with subtest scores from measures of cognitive ability, academic achievement, and information processing).
- Documentation must include a description of functional limitations that affect academic performance, and a description of specific accommodations suggested as well as why the disability qualifies the student for such accommodations.
- Documentation must include the professional credentials of the evaluator including information about license or certification and area of specialization.
- I.E.P.'s may be utilized for the determination of special accommodations when they contain the necessary information to assist the college in determining fair and adequate services are provided

to the student. Diagnosis based solely on subjective reports of behavior, or documents written by persons related to the student are not acceptable forms of documentation.

If I need an evaluation done who has to pay for it? (Adapted from the office of Civil Rights)

Neither your high school nor IPR is required to conduct or pay for an evaluation to document your disability and need for an academic adjustment. This may mean that you have to pay or find funding to pay an appropriate professional to do it. If you are eligible for services through Minnesota state vocational rehabilitation agency, you may qualify for an evaluation at no cost to you. Several resources you may contact for more information on evaluation services are listed below:

- Minnesota Disability Law Center <http://www.mndlc.org/>
- American Association for People with Disabilities <http://www.aapd.com/>
- Disability Info.gov www.disabilityinfo.gov
- HEATH Resource Center <http://www.heath.gwu.edu/>
- Learning Disabilities Online <http://www.ldonline.org/>
- Pacer Center <http://www.pacer.org/>

Once IPR has received the necessary documentation from me, what should I expect? (Adapted from the office of Civil Rights)

The Dean of Students will review your Accommodation Request Form as well as the documentation provided. During the meeting you have with the Dean of Students will be determined which accommodations will be approved in light of the essential requirements for the relevant program. It is important to remember that IPR will not lower or waive essential requirements of relevant programs. If you have requested a specific academic adjustment, the Dean of Students may offer that academic adjustment or an alternative one if the alternative would also be effective.

IPR will work with you in an interactive process to identify an appropriate academic adjustment. Unlike a high school experience however, IPR will not invite parents to participate in the process. Parents are welcome to be a part of the process, but they will need to be invited by the student.

What if the academic adjustments we identified are not working? (Adapted from the office of Civil Rights)

Let the Dean of Students know as soon as you become aware that the results are not what you expected. It may be too late to correct the problem if you wait until the course or activity is completed. You will work together with the Dean of Students to resolve the problem.

What tips are important to know for getting off to a smooth start to my post-secondary experience?

Timeliness is the key to being adequately prepared for each quarter. Students should take the following steps in advance of each semester to make sure their semester gets off to a smooth start:

1. Register as early as possible (make use of priority registration if eligible).
2. Before the quarter begins, contact potential instructors to discuss course requirements, types of in-class activities, texts and materials, field trips, and necessary accommodations.
3. As soon as possible, request accommodations from Dean of Students. Late requests may result in a delay of services.

One of my approved accommodations is in the area of test taking. How do I make the most of this adjustment?

1. On the first day of classes, discuss your need for testing accommodations with your instructors. It is important that you communicate effectively with your instructor.
2. Go over the course syllabus carefully so that you are aware of upcoming test dates or ask your instructors to provide you with the information.
3. About a week before the test, remind your instructors of your testing needs and schedule a test time in the IPR Testing Center with Registrar's office staff.
4. Notify the Dean of Students of any problems that arise regarding testing accommodations or suggestions you have on how to assist you better.

Confidentiality and Release of Information

IPR is committed to ensuring that all information regarding a student is maintained as confidential as required or permitted by law. Any information collected is used for the benefit of the student. This information may include test data, grades, biographical history, disability information, performance reviews, and case notes.

1. No one has immediate access to student files requesting academic accommodations except the SSC and Dean of Students. Any information regarding disability gained from medical examinations or appropriate post-admissions inquiry shall be considered confidential and shall be shared with others within the institution on a need-to-know basis only. If a student has requested an accommodation, the student generally will be informed as to what information is being provided to the faculty and staff regarding the request. To protect confidentiality by assuring limited access, all disability-related information must be filed with the SSC.
2. Federal and state laws may permit or require release of information in the following circumstances, if a student:
 - a. states he or she intends to harm him/herself or another person(s);
 - b. reports or describes any physical abuse, neglect, or sexual abuse of children within the last three years (this includes the occurrence of abuse or neglect to the student if he or she was under age eighteen at the time of abuse);
 - c. reports or describes sexual exploitation by counseling or healthcare professionals.
3. A student's file may be released pursuant to a court order or subpoena.
4. A student may give written authorization for the release of information when she or he wishes to share it with others. Before giving such authorization, the student should understand what information is being released, the purpose of the release, and to whom the information is being released. In general, information will not be released except in the circumstances set forth above.
5. A student has the right to review his or her own disability file.

Grievance Procedures

IPR strives to provide prompt and equitable resolution of complaints alleging action prohibited by the [Americans with Disabilities Act](#) (ADA) and [Section 504](#) of the Rehabilitation Act of 1973. If a student disagrees with the decision made about his or her accommodations, or feels that he or she has been denied access to the College's programs or activities because of a disability, he or she should deliver a written statement of his/her complaint to the Dean of Students. If the problem is not then resolved, students should follow the grievance policy as set forth in the IPR catalog and Student Handbook.

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:

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.

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)

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

Alcoholics Anonymous

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

**National Association for Children of
Alcoholics**

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

**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

NAFARE Alcohol, Drug, and Pregnancy Hotline
200 N. Michigan Avenue
Chicago, IL 60601
1-800-638-BABY

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

Family Education Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means

of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

Financial Aid Information

Current financial aid information (including costs of attendance, availability of aid, etc.) can be found in the current IPR Catalog (2010-2011). The catalog is available online at http://www.ipr.edu/pdf/ipr_catalog_2010.pdf or in print form, by request, from the IPR Office of Admissions (612-375-1900).

The U.S. Department of Education provides many additional resources to help students apply for Financial Aid as well as managing their debt. The links below provide many of the tools and resources to help students understand and make informed choices when deciding to take on loans and other debt to help pay for school.

Learn the basics of managing your debt (English):

<http://studentaid.ed.gov/PORTALSWebApp/students/english/index.jsp>

Learn the basics of managing your debt (Spanish):

<http://studentaid.ed.gov/PORTALSWebApp/students/spanish/index.jsp>

Learn about the Entrance and Exit requirements for Federal Stafford Loans:

<https://www.dl.ed.gov/borrower/CounselingSessions.do?cmd=initializeContext>

If you have any additional questions or would like this information in printed format, please feel free to contact the IPR Financial Aid office at 612.375.1900.

Diversity of Federal PELL Grant Recipients

Student Body Diversity - Pell Grant Recipients		
This is all full-time students who received Pell Grants and is reported by percentage of gender and by percentage of race/ethnicity within each gender classification. Race/ethnicity identification is reported at the option of the student. The data provided below is based upon students enrolled in the Fall 2009 academic term.		
	Gender %	Race/Ethnicity %of Gender
Female	16%	
Asian		6%
Black or African American		18%
Student chose not to respond		18%
White		58%
Male	84%	
American Indian or Alaska Native		1%
Asian		2%
Black or African American		8%
Hispanic		3%
Student chose not to respond		22%
Two or more races		2%
White		62%

Graduation & Employment Rates

IPR reports Graduation & Employment data to ACCSC each year as a part of its Annual Report.

In our most recently report (revised February 2010) IPR reported that, of 282 students available for completion who started between January and December of 2006, 149 (or 53%) completed within 150% of their program length. Of the 149 reported completers 110 (or 71%) had gained employment in their field of study.

A list of specific Career Opportunities available to graduates of each program can be found in the current IPR Catalog (2010-2011). The catalog is available online at http://www.ipr.edu/pdf/ipr_catalog_2010.pdf or in print form, by request, from the IPR Office of Admissions (612-375-1900).

“Student Right-to-Know” Graduation Rates (Full-Time, First-Time, Degree Seeking Fall Students)

IPR also reports Graduation rates to the National Center for Educational Statistics (NCES) each year as a part of the Integrated Post-Secondary Educational Data System (IPEDS).

Upon our last reporting deadline, of 92 *full-time, first-time*, degree seeking students who enrolled in the Early and Late Fall quarters of 2006, 52 (or 57%) had completed within 150% of their calculated program length.

Retention Rate

Retention Rate

This is the percentage of full-time, first-time (no prior postsecondary education) degree-seeking undergraduates from the previous fall who are again enrolled in the current fall. Because many of our students have previous college experience, the number of students measured in this rate is relatively small as compared to the total campus population.

The Retention Rate for this campus is 72%, as reported in the 2009 – 2010 IPEDS Data Collection Survey.

Safety and Security Policies and Procedures

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: Campus 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 Campus Director. Emergency notifications and any crime requiring immediate investigation will be reported directly to the Local Police Department.

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 School 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. Drive on well-traveled streets.
- B. Never pick up hitchhikers.
- C. Park in well-lighted designated parking areas.
- D. Keep all doors and windows closed and locked.
- E. Look inside your vehicle before entering. Look under you car from a distance.
- F. Close and lock all doors and windows once inside.
- G. Do not leave valuable property exposed to view.
- H. If someone tries to enter your stopped vehicle, accelerate and leave the area immediately.
- I. H. If stopped by another vehicle, lock your car and sound your horn repeatedly for help.
- J. 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 18 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 the Director, Dean of Students or 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:

- I. A student in good standing.
- II. An alumnus in good standing.
- III. 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.

Parking

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

Emergency Response Plan

In the event of an emergency, students, staff and guests of The Institute of Production and Recording are asked to follow the following procedures:

Fire

In the event of a fire, smoke from a fire, or detection of a gas odor, 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 to the designated safe area. Close doors and leave doors unlocked if possible. **When evacuating, leave everything as is. 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 due to the primary route being blocked or too dangerous to attempt. 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 to meet on the bridge and parking lot just north of the building. The safe area for the Colonial building is to meet in the parking lot across the street of the Colonial main entrance.
- Students should report to their instructors at the safe area.
- All students must be aware of any guests that they have on the premises.
- Be aware of emergency responders. Report any information you may have to the Campus Director or departmental director.

Severe Weather – Tornado/Severe Thunderstorm/Flooding

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

- Weather radios are located in the Facilities Director's office and in the Lab Office. IPR personnel will monitor these radios when needed.
- Campus Director or designated departmental director will determine when to initiate an evacuation.

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

- IPR's Jackson building severe weather safe area is in the basement. It is accessible via the dock area. IPR personnel will direct you to this area. See campus maps.
- IPR's Colonial building severe weather safe area is in their basement. 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.

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

- Bring all persons inside building(s).
- Move to safe areas.
- Get into a “tuck” position.
- Remain in safe area until warning expires or emergency personnel have issued an all-clear signal.

Flooding:

- If emergency responders advise evacuation, do so immediately.

Severe Storm Safety – School Closings

- In the event of a closing due to weather, an announcement will be made on local radio and television stations. WCCO 4 TV is the source to check in the metro area.

Campus Crime Statistics

IPR will publish its current Campus Crime report no later than October 1st of each year, at the following web address: <http://www.ipr.edu/crimestats>. A printed copy may be requested through the IPR Office of Admissions (612-375-1900).

Satisfactory Academic Progress

On a quarterly basis, IPR monitors students’ satisfactory academic progress (SAP) via two key indicators of student success:

Cumulative Grade Point Average (CGPA)

Cumulative Completion Rate (credits attempted vs. credits completed)

Required Cumulative Grade Point Average (CGPA)

Students receive a numeric grade for each course according to the grading system outlined earlier in the catalog. Students are evaluated according to their CGPA at the end of each quarter. The minimum CGPA to remain in compliance with IPR Academic Standards is 2.0.

Required Cumulative Completion Rate

The maximum time frame allowed for a student to complete a program is one and one-half times the number of required credits. The maximum time frame is calculated for each student and is reduced or increased to reflect course exemptions, transfer credits, the need for developmental courses or changes in

the program. The minimum cumulative completion rate to remain in compliance with IPR Academic Standards is 67%.

Evaluation Points and Standards

A student in active status is evaluated at the end of each quarter. 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 the 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 suspended from school. For purposes of evaluation satisfactory academic progress, the credit equivalent of two academic years is 72.

Satisfactory Academic Progress (SAP) Probation

As long as a student continues to be in compliance with SAP standards, the student remains active and in good academic standing. A student who does not meet minimum SAP standards at the end of a quarter of study is no longer in good academic standing and, as such, is placed on PROBATION. The student is given up to two quarters to meet satisfactory academic progress standards in order to come off probation and return to good academic standing.

Minimum standards will be defined for a student to meet at the end of each quarter of their probation in order to maintain enrollment at the school. Failure to meet these standards will result in the student being withdrawn from school. Should the student wish to consider re-applying, s/he may only do so after a minimum of one quarter away from school. Should a student wish to appeal this decision, the student must be able to demonstrate significant mitigating circumstance to waive satisfactory standards, per the following appeal procedure.

Appeal Procedure & Mitigating Circumstances

A student who disagrees with the application of the satisfactory academic progress standards or feels that there are mitigating circumstances to warrant the waiving of satisfactory standards may appeal in writing to the Dean of Students. An appeal must be filed by the close of the fourth business day of the new quarter following probation or suspension for noncompliance with PR satisfactory academic progress standards.

An appeals committee will determine if change in status is justified. The student is responsible for submitting a written request for a waiver. Mitigating circumstances must be documented, and the student must demonstrate that such circumstances had an adverse impact on the student's satisfactory progress in the academic program. No waivers will be granted for graduation requirements.

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

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 polysaccharid (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.