

ILPR
2022 CATALOG



envision

If you are serious about working in the entertainment and creative industries, IPR is the right place for you. Our diverse faculty of award-winning professionals know just what you need to make it in the business.

Whether you want to be a producer, engineer, or director



**IPR we get it...
it's your passion**

ACCSC
Accrediting Commission of Career Schools and Colleges

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

VOLUME 46 // EFFECTIVE FEBRUARY 18, 2022

CALENDAR	6	COURSE DESCRIPTIONS	28	INFORMATION & POLICIES	64
CLASS SCHEDULES	7			Registration	65
CLASS CONTENT	7	CERTIFICATION PREPARATION & PROFESSIONAL LICENSURE	41	Accreditation	65
OFFICE HOURS	7			Ownership and Governance	65
FACILITY/LAB HOURS	7	FACULTY AND STAFF	44	Approval	65
MISSION	8	IPR FACULTY	45	Policy Statement	65
PHILOSOPHY	8	IPR ADMINISTRATIVE TEAM	47	ADMISSIONS INFORMATION	65
HISTORY	8			Admissions Procedure	65
IPR MINNEAPOLIS CAMPUS & IPR EDINA SATELLITE LOCATION	8	STUDIOS AND EQUIPMENT	49	Limits to Admission	65
		STUDIO DESCRIPTIONS AND EQUIPMENT LISTS		Admissions Requirements	66
DEGREE PROGRAMS	10	Master Mix/Studio A	50	Admissions Standards	67
ASSOCIATE OF APPLIED SCIENCE IN AUDIO PRODUCTION AND LIVE SOUND	11	Master Mix/Studio B	52	Start Date Transfers	67
Program Objectives	11	Studio One	53	Late Admissions	67
Career Opportunities	12	Studio Two	54	Transfer of Credit to Other Institutions	68
Program Grid	13	Studio Three	55	Definition of a Credit Hour	68
		Studio Four	56	Consortium Agreement	68
ASSOCIATE OF APPLIED SCIENCE IN FILM AND SOUND DESIGN	15	Studio Five	57	FINANCIAL INFORMATION	69
Program Objectives	15	HD Mix/Edit Suites	58	Primary Sources of Financial Aid and How to Apply	69
Career Opportunities	16	Computer Labs	59	Buyer's Right to Cancel	70
Program Grid	17	Microphone Collection	60	Minimum Terms for Tuition Payment	70
		Live Lab 1	61	Definition of Student	71
ASSOCIATE OF APPLIED SCIENCE IN VIDEO EDITING AND MOTION GRAPHICS	19	Tech Room	61	International Student Information	71
Program Objectives	19	Studios & Equipment - Edina	62	Return of Title IV Funds	72
Career Opportunities	20			Return of Title IV Funds Distribution Policy	72
Program Grid	21			Post-Withdrawal Disbursement (PWD)	72
				Title IV Verification Policy	72
BACHELOR OF FINE ARTS IN DIGITAL VIDEO AND MEDIA PRODUCTION	23				
Program Objectives	23				
Career Opportunities	24				
Program Grid	25				

VOLUME 46 // EFFECTIVE FEBRUARY 18, 2022

SCHOLARSHIPS	73	ACADEMICS	81	POLICIES & PROCEDURES	91
Academic Merit Scholarship	73	Management of Student Records	81	IPR Code of Conduct	91
Business Alliance Scholarships	73	Family Educational Rights and Privacy Act	81	Academic Dishonesty	92
Community Service Scholarship	74	Directory Information	82	Academic Freedom	92
Director's Academic Scholarship	74	Advanced Standing Tests	82	Class Size	92
BEC Matching Scholarship	75	Transfer of Credits	82	Limitation of Liability	92
High School Advantage Scholarship	75	Professional Work Experience	84	Curriculum Revisions	92
IPR Graduate Scholarships	76	Prior Learning Assessment	85	Mode of Instruction	92
Mary Ann O'Dougherty		Attendance	85	Online Education	92
World Music Scholarship	76	Transcripts	85	Health and Safety	94
Military Scholarship	76	Re-Entry	86	Termination by the School	94
President's Scholarship	77	Expiry of Credits	86	Non-Discrimination Policy	94
Professional Certification Scholarship	77	Registration and Course Scheduling	86	Sexual Harassment/Sexual Assault	94
Student Engagement Scholarship	78	Add/Drop Policy	86	Bullying	94
The Brand Lab Scholarship	78	Student Course Load Policy	86	Grievance Policy	94
		Refresher Courses	86		
TUITION & FEES	79	Audit Policy	86	STUDENT SERVICES	95
STUDENT TUITION RECOVERY FUND (STRF)	80	Registering for Single Subject Coursework	87	Housing	95
		Grading	87	Students with Disabilities	95
		Program Withdrawals	88	The IPR Library	96
		Military Withdrawals	88	Lost and Found	96
		Leave Of Absence Policy	88	Career Services Office	96
		Military Absence	88	Employment Assistance	96
		Course Numbering	88		
		Internships/Externships	88		
		Graduation Requirements	88		
		Degrees	88		
		Honors	88		
		Satisfactory Academic Progress (SAP)	89		
		Students Not Meeting SAP Requirements	90		
		Program Transfer	91		
		SAP Graduation Requirements	91		

2022

WINTER QUARTER 2022

Quarter Begins.....	Monday, January 3
Quarter Ends	Friday, March 18
Quarter Break (No Classes, Offices/Facilities Open).....	Saturday, March 19 - Saturday, April 2
Holidays/In-Services (No Classes, Offices/Facilities Closed)	
Martin Luther King Jr. Day.....	Monday, January 17
Presidents Day	Monday, February 21
Winter In-Service Day.....	Wednesday, March 2

SPRING QUARTER 2022

Quarter Begins.....	Monday, April 4
Quarter Ends	Friday, June 17
Quarter Break (No Classes, Offices/Facilities Open).....	Saturday, June 18 – Saturday, July 2
Holidays/In-Services (No Classes, Offices/Facilities Closed)	
Easter	Sunday, April 17
Memorial Day.....	Monday, May 30
Spring In-Service Day.....	Thursday, June 2
Juneteenth	Monday, June 20

SUMMER QUARTER 2022

Quarter Begins.....	Tuesday, July 5
Quarter Ends	Friday, September 16
Quarter Break (No Classes, Offices/Facilities Open).....	Saturday, September 17 – Saturday, October 1
Holidays/In-Services (No Classes, Offices/Facilities Closed)	
Independence Day	Monday, July 4
Summer In-Service Day	Thursday, September 1
Labor Day	Monday, September 5

FALL QUARTER 2022

Quarter Begins.....	Monday, October 3
Quarter Ends	Friday, December 16
Quarter Break (No Classes, Offices/ Facilities Open).....	Saturday, December 17 – Saturday, December 31
Holidays/In-Services (No Classes, Offices/Facilities Closed)	
Thanksgiving.....	Thursday, November 24 – Friday, November 25
Fall In-Service Day	TBD
Christmas.....	Friday, December 23 – Monday, December 26
New Year's Day	Monday, January 2, 2023

Note: During quarter breaks, individual labs may be closed for technical upgrades. IPR facility closings begin at midnight on the day listed. Facilities will be open through 11:59 p.m. the day before a closing and re-open at 7:30 a.m. the following day. Edina Studio after business hours vary each quarter depending on instructional needs. Hours will be posted on the building entry at the start of each quarter.



CLASS SCHEDULES

Classes are scheduled between 8:30 a.m. and 11:00 p.m. Monday through Friday. Online courses are available 24 hours per day on the Internet through the student learning management system.

CLASS CONTENT

The school reserves the right at any time to make changes to improve the quality or content of the programs of study offered. The school reserves the right to cancel any classes or programs when enrollment is fewer than fifteen students.

OFFICE HOURS

Minneapolis studios: Monday through Friday 9:00 a.m. to 4:00 p.m.
Edina studios: Monday through Friday 9:00 a.m. to 4:00 p.m. Additional access is determined quarterly based on instructional and production needs.

FACILITY/LAB HOURS

IPR's Minneapolis and Edina studios are open during school hours. Lab hours are posted quarterly and adjusted to meet student needs. Students are able to book studio/lab time with lab staff as needed. Availability of lab facilities may be reduced during the quarterly breaks.

Minneapolis Studios, Monday – Friday	9:00 a.m. – 10:00 p.m.
Minneapolis Studios, Saturday	12:00 p.m. – 10:00 p.m.
Edina Studios, Monday – Friday	8:30 a.m. – 6:00 p.m.*
Sunday	Closed

(*Additional access is determined quarterly based on instructional and production needs)

MISSION

Our **mission** is three-fold:

- 1 To foster educational excellence, through residential or online learning, in production, design, entertainment business and recording technologies.
- 2 To maintain a relevant curriculum ensuring comprehensive and current educational programs for our students.
- 3 To provide the creative industry with highly skilled graduates who compete nationally and internationally.

PHILOSOPHY

The entertainment business is in flux, and the tools of the trade are always evolving. As a community of learners, educators, and industry professionals, we are dedicated to providing students with the dynamic skills they need to forge a rewarding career in a challenging field.

To meet this objective, we provide a learning environment that reflects an evolving industry. Our residential and virtual classrooms invite active inquiry, creative problem solving, passionate discussion, and an open forum for the exchange of new methods and ideas. We encourage and recognize achievement; we assist our students and colleagues in reaching their goals; we encourage self-directed learning; and we connect our students with the people and resources to advance their emerging careers. We integrate a liberal arts education with business and technical training. We respect the contributions of the entrepreneurs, visionaries, and artists who built the industries our graduates now enter.

A degree from IPR represents an education designed to give our alumni the skills and perspective they need to exceed the standards of a competitive industry.

HISTORY

The Institute of Production and Recording (IPR) was started in 2002 by four very different individuals: Terry Myhre, owner of numerous career colleges as well as production powerhouse Broadview Media; Jack Robinson, the owner/operator of the Electronic Musicians Workshop and accomplished producer/engineer; Lance Sabin, a producer/songwriter awarded with numerous major label and Billboard Top 100 credits; and Tom Tucker, Sr., a master engineer with years of experience at many of the Twin Cities' top studios. With a century of experience among them, a passion for "the art" in all its forms, and a desire to lead the industry's next generation, IPR was born.

IPR MINNEAPOLIS CAMPUS

Located at 300 First Avenue North, Suite 100, IPR occupies approximately 37,000 square feet in the heart of the warehouse district in downtown Minneapolis. The campus is conveniently located close to sports facilities, banks, department stores, restaurants, trains and buses. In addition to nineteen state-of-the-industry studio facilities, IPR boasts six lab environments, each equipped with a variety of workstations for use in music production and sequencing, audio editing and mixing, video, graphic design, and web/multimedia production. At IPR, students have access to the latest in audio and video production, design, and business technologies. The experience of working real-time, with real clients, is not only a benefit of IPR – it is a requirement.

300 First Avenue North, Suite 100, Minneapolis, MN 55401

IPR EDINA SATELLITE

Located at 4545 West 77th Street, just off highways 100 and 494, IPR Edina Studios are home to Studio A, a 1,450 square foot professional-grade sound stage, fully equipped with grip and lighting gear, a 20' x 40' green screen, camera jibs, dollies, and LED and tungsten light packages. In addition, IPR's Edina Studios house Live Lab, a 7,500 square foot live production venue equipped with concert lighting, LED video wall, large format projection, and a large assortment of both analog and digital live audio equipment.

Students in the Digital Video and Production and the Live Sound and Show Production programs are immersed in this professional environment as they participate in their core courses; produce live concerts and events; shoot narrative, documentary, and commercial videos; and collaborate with professional filmmakers, musicians, and other industry guests to produce real content for actual projects.

4545 West 77th Street, Edina, MN 55435



degree programs

Explore your artistic passion and business savvy. A degree from IPR sets the stage for a soulful career in the entertainment and creative industries.

AUDIO PRODUCTION & LIVE SOUND (APLS)

92 CREDITS (21 MONTHS, 1320 CLOCK HOURS)

Blended Program (Residential/Online)

program objective

The objective of the Associate of Applied Science in Audio Production and Live Sound occupational degree program is to provide students with a comprehensive course of study in the production and engineering of audio in both a studio and live event environment. Students learn the studio audio production fundamentals of acoustics, audio signal flow, recording, music theory, digital audio workstations, and MIDI sequencing. In addition, students become proficient in the live sound and event production concepts of gain structure, color and light, basic electronics, front of house mixing, audio, and mixing monitors. Graduates will be multi-skilled professionals with the qualifications to obtain entry level to intermediate positions and advancement possibilities in the areas of studio audio engineering and live sound event production. General education requirements in the areas of communication, social science, natural science and humanities provide analytical and communication skills as well as a global perspective of diverse cultures.

The goal of this program is to prepare graduates who are able to:

- 1 Demonstrate an understanding of analog and digital recording, editing and mixing techniques in the studio environment.
- 2 Demonstrate an understanding of analog and digital recording, editing and mixing techniques in the live environment.
- 3 Build and repair audio cables.
- 4 Construct musical compositions using artistic, theoretical and technical skills.
- 5 Demonstrate an understanding of music theory and structure.
- 6 Create lighting designs and demonstrate lighting controller operation.
- 7 Create personal marketing assets in a web-based electronic portfolio.
- 8 Produce a competitive and professional portfolio that includes a variety of media formats.
- 9 Demonstrate appropriate written and verbal communication skills.
- 10 Evaluate the quality of multiple viewpoints, arguments, and evidence and distinguish between fact and opinion.

CAREER OPPORTUNITIES

Graduates from the Associate of Applied Science in Audio Production and Live Sound degree program will be prepared for entry-level employment in a variety of fields including, but not limited to:

- Studio Audio Engineer
- Recording Engineer
- Mixing Engineer
- Music Producer
- Songwriting/Arrangement
- Audio/Video Technician
- Assistant Engineer
- Intern/Runner
- Assistant Live Sound Engineer
- Front of House Engineer
- Monitor Engineer
- Sound Technician
- Sound Board Operator
- Light Board Operator
- Lighting Technician
- Lighting Designer
- Stage Technician
- Stage Hand
- Lighting Specialist

GENERAL EDUCATION REQUIREMENTS

A student pursuing an associate degree is required to earn a minimum of 24 credits from the general education courses listed below, demonstrating a solid grounding in the liberal arts. A minimum of three credits must be earned in each of the following disciplines: communications, humanities, natural science and mathematics, and social science.

COMMUNICATIONS

Class #	Class Name	Credits
CM111	Speech Communications	4
CM121	Composition (required)	4
CM200	Intercultural Communications	4
CM210	Creative Writing	4
CM220	Art of Persuasion	4
CM230	Mass Communication	4

HUMANITIES

Class #	Class Name	Credits
HU100	Introduction to Humanities	4
HU121	Film in Society	4
HU125	World Music	4
HU150	Introduction to Literature	4
HU200	Art in the Modern World	4

NATURAL SCIENCE AND MATHEMATICS

Class #	Class Name	Credits
NS105	Biology	4
NS111	Environmental Issues	4
NS116	College Algebra I (required)	4
NS121	Earth Science	4
NS216	College Algebra II	4

SOCIAL SCIENCE

Class #	Class Name	Credits
SS103	Global Citizenship	2
SS116	Introduction to Psychology	4
SS123	History of American Music	4
SS140	Interpersonal Relations (required)	4
SS205	Sociology	4

Total General Education Minimum Credit Requirement 24

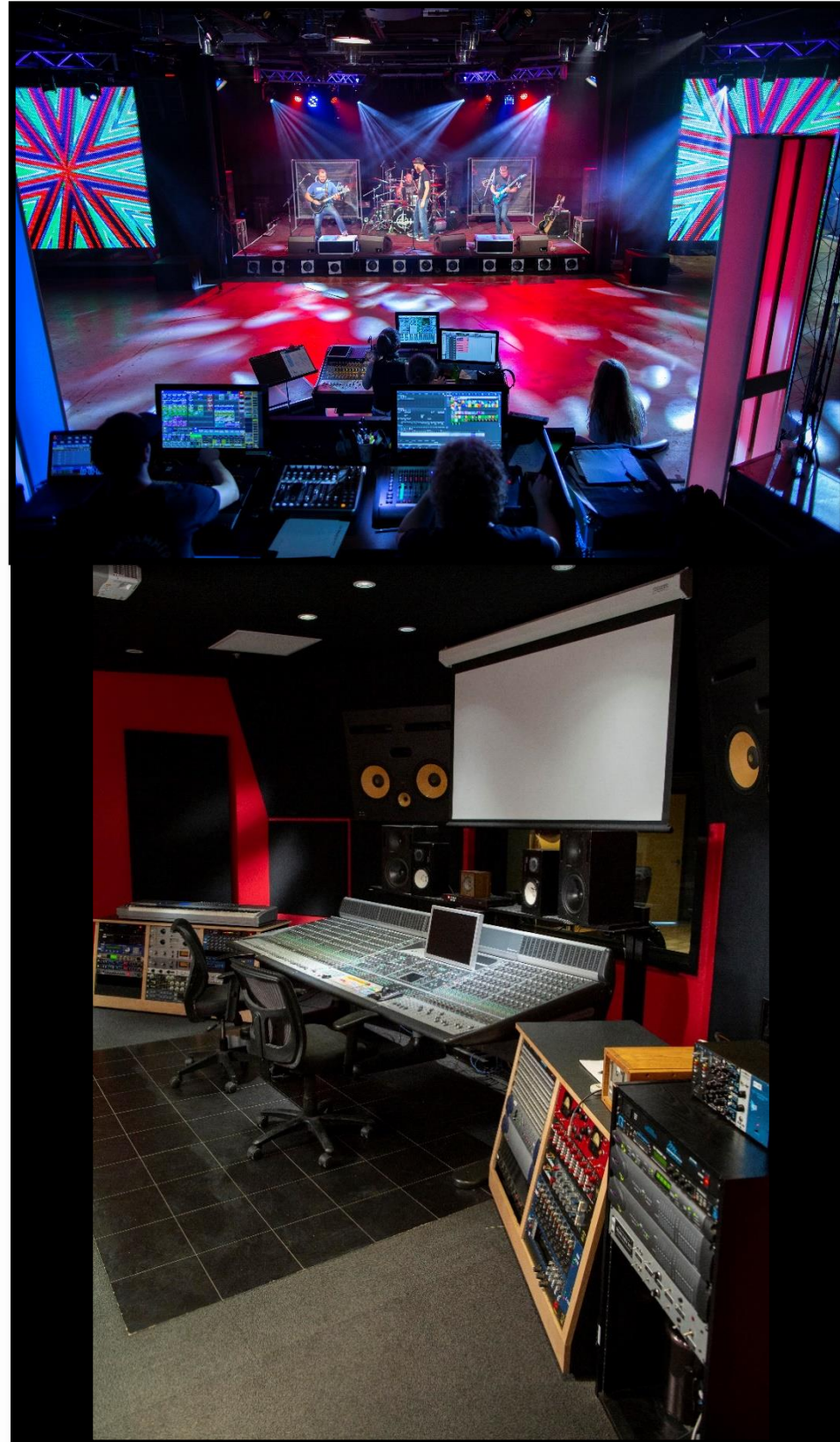
Total Program Minimum Credit Requirement 92

Students may be required to complete NS070 Algebra 116 Lab as a co-requisite to NS116 College Algebra and/or CM070 Writing 121 Lab as a co-requisite to CM121 Composition based upon competency exam scores.

CORE CURRICULUM

Students are required to earn all credits from the following list of courses:

Class #	Class Name	Credits
AE115	Introduction to Pro Tools	2
AE125	Audio Engineering I	4
AE135	Audio Engineering II	4
AE235	Advanced Recording and Editing Techniques	4
AE295	Advanced Audio Engineering Techniques	4
AP121	Music Fundamentals I	4
AP140	Music Production I	4
AP221	Music Fundamentals II	4
AP225	Advanced Production and Mixing Techniques	4
AP295	Studio Master Sessions	4
EB103	Introduction to Media Careers	2
EB121	Business Management for Media Professionals	2
EB167	Principles of Design I	4
SP104	Principles of Lighting Systems	2
SP139	Wiring Basics	2
SP209	Sound Reinforcement I	4
SP219	Sound Reinforcement II	4
Electives approved by dean or program director		10
Total Core Minimum Credit Requirement		68
Total Program Minimum Credit Requirement		92



FILM & SOUND DESIGN (FSD)

Blended Program (Residential/Online)

program objective

The objective of the Associate of Applied Science in Film and Sound Design occupational degree program is to provide students with a comprehensive course of study in audio and video production. In this degree, students are trained in pre pre production, production, and post production as it is applied to commercial, corporate, narrative, documentary film production. Graduates will be multi-skilled individuals with the qualifications to obtain entry level to intermediate level positions and advancement possibilities in the media production industry. They will be qualified in preproduction, video production, audio field and location recording, video post production, audio post production, and sound design. General education requirements in the areas of communication, social science, natural science and humanities provide analytical and communication skills as well as a global perspective of diverse cultures.

92 CREDITS (21 MONTHS, 1270 CLOCK HOURS)

The goal of this program is to prepare graduates who are able to:

- 1 Demonstrate the skills to effectively capture audio in the field and in a studio environment.
- 2 Demonstrate the skills to effectively light, shoot, and edit a quality video production.
- 3 Master the art of Foley recording and editing; ADR recording and editing; and advanced sound design, synchronization, and sound effects creation.
- 4 Edit video and audio to effectively convey a concept or story using a nonlinear editing system.
- 5 Use a digital audio workstation to create, capture, edit, process, and mix sound for video.
- 6 Create professional quality motion graphics.
- 7 Demonstrate the ability to effectively pair music with picture.
- 8 Produce a competitive and professional portfolio that includes a variety of media formats.
- 9 Demonstrate appropriate written and verbal communication skills.
- 10 Evaluate the quality of multiple viewpoints, arguments, and evidence and distinguish between fact and opinion.

CAREER OPPORTUNITIES

Graduates from the Associate of Applied Science in Film and Sound Design degree program will be prepared for entry-level employment in a variety of fields including, but not limited to:

- Associate Producer/Production
- Associate Producer/Post
- Production Coordinator
- Assistant Director
- Second Assistant Director
- Camera Operator
- Assistant Camera Operator
- Boom Operator
- Audio Assist
- Key Grip
- Best Boy Grip
- Dolly Grip
- Grip
- Editor
- Assistant Editor
- Sound Design/Editing
- Foley Recording/Editing
- ADR Recording/Editing
- Field/Location Recording
- Sound Archival
- Pre-Mixing
- Re-Recording Mixing
- Recording/Mixing
- Production/Post Production Equipment Maintenance
- Production/Post Production Facility Management
- Production/Post Production Facility Intern/Runner

GENERAL EDUCATION REQUIREMENTS

A student pursuing an associate degree is required to earn a minimum of 24 credits from the general education courses listed below, demonstrating a solid grounding in the liberal arts. A minimum of three credits must be earned in each of the following disciplines: communications, humanities, natural science and mathematics, and social science.

COMMUNICATIONS

Class #	Class Name	Credits
CM111	Speech Communications	4
CM121	Composition (required)	4
CM200	Intercultural Communications	4
CM210	Creative Writing	4
CM220	Art of Persuasion	4
CM230	Mass Communication	4

HUMANITIES

Class #	Class Name	Credits
HU100	Introduction to Humanities	4
HU121	Film in Society	4
HU125	World Music	4
HU150	Introduction to Literature	4
HU200	Art in the Modern World	4

NATURAL SCIENCE AND MATHEMATICS

Class #	Class Name	Credits
NS105	Biology	4
NS111	Environmental Issues	4
NS116	College Algebra I (required)	4
NS121	Earth Science	4
NS216	College Algebra II	4

SOCIAL SCIENCE

Class #	Class Name	Credits
SS103	Global Citizenship	2
SS116	Introduction to Psychology	4
SS123	History of American Music	4
SS140	Interpersonal Relations (required)	4
SS205	Sociology	4

Total General Education Minimum Credit Requirement 24

Total Program Minimum Credit Requirement 92

Students may be required to complete NS070 Algebra 116 Lab as a co-requisite to NS116 College Algebra and/or CM070 Writing 121 Lab as a co-requisite to CM121 Composition based upon competency exam scores.

CORE CURRICULUM

Students are required to earn all credits from the following list of courses:

Class #	Class Name	Credits
AE115	Introduction to Pro Tools	2
AE125	Audio Engineering I	4
AE135	Audio Engineering II	4
AV211	Audio Post Production I	4
AV222	Audio Post Production II	4
AV295	Filmmaking and Sound Design Capstone	4
DV115	Video Production I	4
DV125	Video Production II	4
DV135	Video Production III	4
DV145	Video Editing I	4
DV155	Screenwriting	2
DV200	Visual Effects	4
DV249	Video Post Production	4
DV253	Demo Reel Production	2
EB103	Introduction to Media Careers	2
EB121	Business Management for Media Professionals	2
EB167	Principles of Design I	4
Electives approved by dean or program director		10
Total Core Minimum Credit Requirement		68
Total Program Minimum Credit Requirement		92

**The majority of the courses in the program are taught at the Edina satellite location.*



VIDEO EDITING & MOTION GRAPHICS (VEMG)

Online Program

program objective

The objective of the Associate of Applied Science in Video Editing and Motion Graphics occupational degree program is to provide students with skills and knowledge to provide post-production services for professional video and film productions for various methods of distribution. Graduates prepare for entry-level positions and advancement opportunities in editorial, color correction, visual effects, motion graphics, animation, and sound design departments. Students are trained in corporate and commercial post production as well as short and feature narrative filmmaking with skills in story, business, and entrepreneurship in addition to the emphasis on digital post production. General education requirements in the areas of communication, social science, natural science and humanities provide analytical and communication skills as well as a global perspective of diverse cultures.

92 CREDITS (21 MONTHS, 1260 CLOCK HOURS)

The goal of this program is to prepare graduates who are able to:

- 1 Demonstrate the post production skills to deliver a professional video or film production.
- 2 Edit video to effectively convey a concept or story using a nonlinear editing system.
- 3 Create professional quality motion graphics and digital effects.
- 4 Use post production software to deliver color corrected video files.
- 5 Use a digital audio workstation to create, capture, edit, process, and mix sound for video.
- 6 Demonstrate visual storytelling and storyboard creation techniques.
- 7 Produce a demo reel and a self-promotional package that demonstrates workplace readiness.
- 8 Produce a competitive and professional portfolio that includes a variety of media formats and demonstrates skills in a variety of post production areas.
- 9 Display the business and marketing skills necessary to contribute to media campaigns and support overall marketing strategies.
- 10 Demonstrate the appropriate written and verbal communication skills to develop and engage a network and contribute in a professional business community.
- 11 Evaluate the quality of multiple viewpoints, arguments, and evidence and distinguish between fact and opinion.

CAREER OPPORTUNITIES

Graduates from the Associate of Applied Science in Video Editing and Motion Graphics degree program will be prepared for entry-level employment in a variety of fields including, but not limited to:

- Editor
- Assistant Editor
- Animator
- Assistant Animator
- Colorist
- Assistant Colorist
- Motion Designer
- Assistant Motion Designer
- Assistant Sound Editor
- First Assistant Sound Editor
- Associate Producer/Post
- Post Production Coordinator
- Post Production Manager

GENERAL EDUCATION REQUIREMENTS

A student pursuing an associate degree is required to earn a minimum of 24 credits from the general education courses listed below, demonstrating a solid grounding in the liberal arts. A minimum of three credits must be earned in each of the following disciplines: communications, humanities, natural science and mathematics, and social science.

COMMUNICATIONS

Class #	Class Name	Credits
CM111	Speech Communications	4
CM121	Composition (required)	4
CM200	Intercultural Communications	4
CM210	Creative Writing	4
CM220	Art of Persuasion	4
CM230	Mass Communication	4

HUMANITIES

Class #	Class Name	Credits
HU100	Introduction to Humanities	4
HU121	Film in Society	4
HU125	World Music	4
HU150	Introduction to Literature	4
HU200	Art in the Modern World	4

NATURAL SCIENCE AND MATHEMATICS

Class #	Class Name	Credits
NS105	Biology	4
NS111	Environmental Issues	4
NS116	College Algebra I (required)	4
NS121	Earth Science	4
NS216	College Algebra II	4

SOCIAL SCIENCE

Class #	Class Name	Credits
SS103	Global Citizenship	2
SS116	Introduction to Psychology	4
SS123	History of American Music	4
SS140	Interpersonal Relations (required)	4
SS205	Sociology	4

Total General Education Minimum Credit Requirement 24

Total Program Minimum Credit Requirement 92

Students may be required to complete NS070 Algebra 116 Lab as a co-requisite to NS116 College Algebra and/or CM070 Writing 121 Lab as a co-requisite to CM121 Composition based upon competency exam scores.

ASSOCIATE OF APPLIED SCIENCE (AAS) VIDEO EDITING & MOTION GRAPHICS

CORE CURRICULUM

Students are required to earn all credits from the following list of courses:

Class #	Class Name	Credit
AE115	Introduction to Pro Tools	2
DV145	Video Editing I	4
DV200	Visual Effects	4
DV236	Animation	4
DV241	Color Grading I	2
DV242	Video Editing II	4
DV246	Video Editing III	4
DV253	Demo Reel Production	2
DV261	Color Grading II	4
DV265	Audio Post for Video and Film	2
DV275	Storyboarding and Previsualization	4
DV280	3D Design	4
DV295	Post Production Portfolio	4
EB103	Introduction to Media Careers	2
EB121	Business Management for Media Profession	2
EB167	Principles of Design I	4
EB285	Motion Graphics and Digital Effects	2
GR101	Applied Color Theory	4
Electives approved by dean or program chair		10
Total Core Minimum Credit Requirement		68
Total Program Minimum Credit Requirement		92



DIGITAL VIDEO & MEDIA PRODUCTION (DVMP)

180 CREDITS (36 MONTHS, 2380 CLOCK HOURS)

program objective

The objective of the Bachelor of Fine Arts in Digital Video and Media Production degree program is to provide students with skills and knowledge to create professional video and film productions for various methods of distribution. Students are trained in corporate production, commercial production, and short and feature narrative digital film making. Graduates prepare for entry-level positions and advancement possibilities in the video and film production industry with skills in preproduction, production, postproduction, motion graphics, media distribution, and industry business and management skills, all of which prepare them for the entrepreneurial nature of the video and film industries. General education requirements in the areas of communication, social science, natural science and humanities provide analytical and communication skills as well as a global perspective of diverse cultures.

The goal of this program is to prepare graduates who are able to:

- 1 Demonstrate the skills to effectively light, shoot and edit a professional video production.
- 2 Demonstrate the ability to operate a variety of digital cameras and peripheral equipment.
- 3 Demonstrate story development, visual storytelling and storyboard creation techniques.
- 4 Edit video and audio to effectively convey a concept or story using a nonlinear editing system.
- 5 Create professional quality motion graphics.
- 6 Assess entrepreneurial opportunities available in the media industry.
- 7 Create a professional short film or video that clearly and effectively tells a story.
- 8 Produce a demo reel and a self-promotional package that demonstrates workplace readiness.
- 9 Apply production skills in an industry-related setting or workplace environment.
- 10 Demonstrate appropriate written and verbal communication skills.
- 11 Evaluate the quality of multiple viewpoints, arguments and evidence and distinguish between fact and opinion.
- 12 Exhibit social responsibility and examine the diverse cultures and value systems of our global community.



CAREER OPPORTUNITIES

Graduates from the Bachelor of Fine Arts degree in Digital Video and Media Production will be prepared for entry-level employment in a variety of fields including but not limited to:

- ▶ Associate producer/production
- ▶ Associate producer/post
- ▶ Production coordinator
- ▶ Production manager
- ▶ Stage manager
- ▶ Unit production manager
- ▶ First assistant director
- ▶ Second assistant director
- ▶ Script supervisor
- ▶ Production assistant
- ▶ Director of photography
- ▶ Camera operator
- ▶ Gaffer
- ▶ Key grip
- ▶ Best boy grip
- ▶ Dolly grip
- ▶ Grip
- ▶ Sound mixer/audio engineer
- ▶ Boom operator/audio assistant
- ▶ Assistant editor
- ▶ Editor
- ▶ Assistant editor
- ▶ Floor manager
- ▶ Freelance producer

GENERAL EDUCATION REQUIREMENTS

A student pursuing a bachelor's degree is required to earn a minimum of 54 credits from the general education courses listed below, demonstrating a solid grounding in the liberal arts. A minimum of six credits must be earned in each of the following disciplines: communications, humanities, natural science and mathematics, and social science.

COMMUNICATIONS

Class #	Class Name	Credits
CM111	Speech Communications (required)	4
CM121	Composition (required)	4
CM200	Intercultural Communications	4
CM210	Creative Writing	4
CM220	Art of Persuasion	4
CM230	Mass Communication	4
CM320	Writing and Research	4
CM330	Technical Writing	4

HUMANITIES

Class #	Class Name	Credits
HU100	Introduction to Humanities	4
HU121	Film in Society	4
HU125	World Music	4
HU130	Spanish I	4
HU150	Introduction to Literature	4
HU200	Art in the Modern World	4
HU230	Spanish II	4
HU305	The Creative Process	4
HU315	World Literature	4

NATURAL SCIENCE AND MATHEMATICS

Class #	Class Name	Credits
NS105	Biology	4
NS111	Environmental Issues	4
NS116	College Algebra I (required)	4
NS121	Earth Science	4
NS216	College Algebra II	4
NS305	Statistics	4
NS320	Introduction to Decision Systems	4

SOCIAL SCIENCE

Class #	Class Name	Credits
SS103	Global Citizenship (required)	2
SS116	Introduction to Psychology	4
SS123	History of American Music	4
SS140	Interpersonal Relations (required)	4
SS205	Sociology	4
SS210	Developmental Psychology	4
SS311	Human Behavior	4
SS360	Abnormal Psychology	4
Total General Education Minimum Credit Requirement		54
Total Program Minimum Credit Requirement		180

NOTES:

- Based on competency exam scores, students may be required to take one or more of the following preparatory classes: NS070 Algebra 116 Lab as a co-requisite to NS116 College Algebra and/or CM070 Writing 121 Lab as a co-requisite to CM121 Composition.
- Students are required to complete 30 percent of the program at the 300/400 level

CORE CURRICULUM

Students are required to earn all credits from the following list of courses:

Class #	Class Name	Credits
DV103	Studio Craft	4
DV112	Story Structure and Development for Visual Media	4
DV120	Production Management	4
DV130	Basic Camera, Lighting and Editing	4
DV140	Video Editing I	4
DV165	Field Production and Lighting	4
DV181	Audio for Video and Film	4
DV200	Visual Effects	4
DV211	Visual Storytelling	4
DV222	Scriptwriting for Visual Media	4
DV242	Video Editing II	4
DV245	Color Grading and Basic Color Theory	4
DV252	Demo Reel Production	4
DV315	Advanced Field Production	4
DV318	Advanced Camera Techniques	4
DV320	Animatics and Storyboarding	4
DV325	Production Management II	4
DV400	Digital Film Preproduction	4
DV410	Digital Film Production	4
DV420	Digital Film Postproduction	4
DV440	Digital Video Capstone	4
DV495	Digital Video Internship/Practicum	4
EB102	The Media Industry Landscape	4
EB120	Business Management for Media Professionals	4
EB166	Principles of Design I	4
EB203	Law and Economics of Intellectual Property	4
EB223	Career Planning for the Creative Professional	1
EB310	Entrepreneurship for the Creative Arts	4
GR131	Design Fundamentals	4
MK205	Marketing	4
Electives approved by dean of students and program director		9
Total Core Minimum Credit Requirement		126
Total Program Minimum Credit Requirement		180

*The majority of the courses in the program are taught at the Edina satellite location.





course descriptions

We don't decide what to teach you – the industry does. IPR turns to current producers, engineers, managers, artists, and entrepreneurs to help keep classes current and relevant.

AUDIO ENGINEERING**AE115 INTRODUCTION TO PRO TOOLS 2 CREDITS**

Prerequisite: None. This course focuses on the foundational skills needed to learn and function within the Pro Tools environment on a basic level. It introduces core concepts and skills students need to operate a Pro Tools System. Upon completion of this coursework you will be eligible to take the Avid Pro Tools User Certification exam.

AE125 AUDIO ENGINEERING I 4 CREDITS

Prerequisite: None. This introduction to the studio environment and recording process addresses sound and audio signal theory, transduction, signal processing, and digital audio workstation operation.

AE130 STUDIO AUDIO ENGINEERING I 5 CREDITS

Prerequisite: None. This introduction to the studio environment and recording process addresses sound and audio signal theory, transduction, signal processing, and digital audio workstation operation; and wiring, setup, and operation of a basic hybrid analog/digital recording environment.

AE135 AUDIO ENGINEERING II 4 CREDITS

Prerequisite: AE125. This course focuses on professional recording methods. Students will explore the techniques of mono, stereo, and multi-track recordings. All aspects of the recording process are covered including the fundamentals of analog and digital audio signal flow, working with digital audio workstations, microphone techniques, session setup and studio etiquette. Students will also be introduced to basic stereo mixing techniques. The focus is on the development of a relevant vocabulary and basic techniques for mixing popular music. Students are encouraged to develop their critical listening skills through an examination of common practice in stereo mixing and mix analysis.

AE204 STUDIO AUDIO ENGINEERING II 4 CREDITS

Prerequisite: AE130. The course focuses on two topics, recording and mixing. Students use basic studio equipment as they study the process of applying technical and artistic skills to create a professional audio product.

AE235 ADVANCED RECORDING AND EDITING TECHNIQUES 4 CREDITS

Prerequisite: AE135. This course builds on the recording techniques from AE135. Students will learn to utilize a large format analog console into their session workflow. Topics include: overdub session procedures, miking techniques, advanced time-based and dynamic processing techniques, reamping, analog console configuration and routing techniques. Students will also learn current editing tools to manipulate, change, and fix recorded instrument tracks.

AE262 STUDIO AUDIO ENGINEERING III 4 CREDITS

Prerequisites: AE204, AP204. This course presents advanced recording techniques and microphone selection in the context of the studio as an instrument. Students learn to record large musical ensembles, synchronize recording technologies, use advanced digital editing and audio mixing techniques and use Pro Tools for mastering.

AE293 STUDIO AUDIO ENGINEERING PORTFOLIO 4 CREDITS

Prerequisite: AE262 or AP262. In this capstone course, taken during a student's final term of study, the student develops a multi-song professional audio production, selecting the recording mixing, and mastering formats and best plan of action to create an artistically and technically excellent project.

AE295 ADVANCED AUDIO ENGINEERING TECHNIQUES 4 CREDITS

Prerequisites: AE235, AP225. Advanced Audio Engineering Techniques incorporates the concepts of the first three levels of audio engineering courses and allows the students to demonstrate these skills in a professional studio environment. Students will also learn how to implement analog tape machines, synchronization concepts, large ensemble recording techniques, and control room monitoring systems design and setup.

AUDIO PRODUCTION**AP050 ELEMENTS OF MUSIC 2 CREDITS**

Prerequisite: None. This course, designed for the student with little musical experience, provides an overview of written and verbal language, preparing the student for Music Fundamentals I.

AP121 MUSIC FUNDAMENTALS I 4 CREDITS

Prerequisite: None. An overview of fundamental music vocabulary, the course presents verbal and written musical expression and the elements of rhythms, key signatures, scales, and chords. Students use keyboards, computer programs, online games, simple percussion instruments and voices throughout the course. Basic musical concepts are reinforced through ear training exercises.

AP140 MUSIC PRODUCTION I 4 CREDITS

Prerequisite: AE125. This course is an introduction to creating modern music with a digital audio workstation. MIDI recording, editing, and arranging techniques will be taught through a series of project-based lecture/labs, which teach foundational skills of contemporary music creation and production.

AP154 DESKTOP PRODUCTION I 5 CREDITS

Prerequisite: None. Students learn and apply the essentials of multimedia desktop workstation setup and basic audio and video capture and editing skills.

AP165 DJ TECHNIQUES 2 CREDITS

Prerequisite: AP140. This class explores the concept of a professional DJ. Starting with traditional turntables, students will build the foundational skills to create and perform a DJ set. Scratching, tempo matching and mixing will be at the core of the discussions. Students will also examine common technology and formats used in today's industry including hybrid digital vinyl systems (DVS). The business of the industry, set organization, event planning, and advanced DJ theories will also be discussed.

AP204 DESKTOP PRODUCTION II 4 CREDITS

Prerequisites: AE130, AP050 or equivalent, AP154. Through an exploration of skills required by successful producers in today's industry, students learn critical listening skills, rhythm composition, tempo mapping and beat manipulation, composite editing techniques, preproduction management, instrument tuning and NARAS recommendations for session management, delivery, and backup.

AP211 SONGWRITING I 2 CREDITS

Prerequisite: AP121. This class is a study of popular songwriting methods, using creative chord structure, melody, and lyrics to communicate emotion and ideas, with an emphasis on collaborative songwriting. Students learn composition for multiple styles of popular music and study the works of modern master songwriters.

AP220 SESSION PSYCHOLOGY 2 CREDITS

Prerequisites: AE130, AP154. The most successful producer-engineers know how to communicate clearly and inspire others in the studio. Students learn related skills, including recognizing and adapting to personality types and being assertive without being abrasive to keep the session running on schedule.

AP221 MUSIC FUNDAMENTALS II 4 CREDITS

Prerequisite: AP121. The course provides an overview of chord structure, harmony, scales, and chord charts and advanced studies in verbal and written musical expression, song structure and the components of melody and harmony. Intermediate musical concepts are reinforced through ear training exercises.

AP225 ADVANCED PRODUCTION AND MIXING TECHNIQUES 4 CREDITS

Prerequisite: AP140. This course is designed to explore advanced mixing and mastering techniques. Integration of the highest quality Analog and Digital equipment will be the focus to help the student achieve an industry standard outcome for their final masters. This course also introduces advanced music production techniques. Utilizing modern production techniques students will learn how to build and shape their music creations. Students will learn and apply these techniques through critical listening demonstrations, production assignments and one on one assessment.

AP262 MUSIC PRODUCTION TECHNIQUES 4 CREDITS

Prerequisites: AE204, AP204, AP221. This class focuses on advanced skills required to produce a professional music release. Students learn composite editing and synthesis techniques, chord progressions, melodic composition, advanced instrument and vocal tuning, and Ableton Live as a non-linear composition tool as they create their own sample libraries to use in production.

AP290 HIP HOP ESSENTIALS 2 CREDITS

Prerequisite: AP140. This course will explore rap culture, recording, and production styles. Students will create hip hop beats, mix, and remix their own productions. Students will study the business of hip-hop: distribution, sales, promotion, and marketing.

AP292 MUSIC PRODUCTION PORTFOLIO 4 CREDITS

Prerequisite: AE262 or AP262. This capstone course, taken during a student's final term of study, is a project-based class focused on the development and completion of a multi-song professional audio production. Topics include advanced harmonic composition.

AP295 STUDIO MASTER SESSIONS 4 CREDITS

Prerequisite: AE295. This advanced studio recording course is an exploration of the roles of a producer, contractor, engineer, writer, arranger, and performer. Through real world recording session's students will gain an understanding of production and the technical aspects related to capturing a professional music performance. Topics include: session documentation, budgeting, producing music with the awareness of stylistic nuances, capturing appropriate sounds based on musical styles, and curating a professional portfolio.

AUDIO & VIDEO**AV204 AUDIO ENGINEERING FOR VISUAL MEDIA 4 CREDITS**

Prerequisite: AE130 or AP204. This course focuses on developing fundamental to intermediate audio engineering techniques as they apply to sound recordings specifically for visual media projects. Emphasis is place on techniques and equipment specifically for audio in a visual media environment. Students learn the methods for recording ADR, Foley and sound FX.

AV211 AUDIO POST PRODUCTION I 4 CREDITS

Prerequisite: AE135. In this course sound and picture are brought together. Using the techniques and knowledge gained thus far students will use field equipment, recording skills both in and out of controlled environments, studio equipment and Pro Tools to source, mix and deliver finished materials to firm specifications. They will be working with short and long form materials, including documentary style, MOS film style, commercials, and regular short films to practice and hone their delivery skills.

AV222 AUDIO POST PRODUCTION II 4 CREDITS

Prerequisite: AV211. Students will serve as the entire post-production audio department for a professional shoot. They may use teamwork and delegation, but will be entirely responsible for a professionally mixed and delivered film.

AV255 AUDIO PRODUCTION FOR VISUAL MEDIA I 4 CREDITS

Prerequisites: AE204 or AV204, AP204. This introduction to audio post production for visual media includes studies in the theory and practice of recording dialogue, spotting audio to picture, matching music to visual media and mixing dialogue, effects, and music stems.

AV259 AUDIO PRODUCTION FOR VISUAL MEDIA II 4 CREDITS

Prerequisite: AV255. This course focuses on tools and techniques for audio production for visual media. Students learn advanced editing techniques, location recording, Foley technique, sound design, and surround mixing.

AV286 SCORING FOR FILM AND TELEVISION 2 CREDITS

Prerequisite: AP121. In this introduction to music scoring for visual media, students learn the theory and practice of spotting music to picture, composing music in different styles, arranging and orchestration for live and electronic music, and the business and practice of film scoring.

AV292 AUDIO FOR VISUAL MEDIA PORTFOLIO I 4 CREDITS

Prerequisite: AV259. In this portfolio course, a student develops a post production thesis project, using professional talent if available. The class also collaborates on projects involving web-dependent audio and video file sharing techniques and studies post production budgets for radio commercials, TV commercials, music videos, film, video, and new media.

AV295 FILMMAKING AND SOUND DESIGN CAPSTONE 4 CREDITS

Prerequisites: AV222, DV249. This course is the audio post production portion of a comprehensive capstone project. Students build on the elements from previous courses to move into the audio post production phase of their short film projects. Students employ techniques mastered in previous coursework to produce and deliver a capstone video project. They may use teamwork and delegation, but will be entirely responsible for a professionally mixed and delivered film.

COMMUNICATIONS**CM070 WRITING 121 LAB 2 CREDITS**

Prerequisite: None; Co-requisite to CM121. This course provides intensive instruction and practice in writing coherent paragraphs and essays for specific audiences; the writing lab includes the drafting, revision, and editing processes as well as instruction in grammar, mechanics, and usage. Students develop college-level writing skills.

CM111 SPEECH COMMUNICATIONS 4 CREDITS

Prerequisite: None. Students examine the function of language in the communication process as it applies to speech construction and delivery. Activities including discussion and delivery of prepared speeches provide communication skills for personal and professional applications.

CM121 COMPOSITION 4 CREDITS

Prerequisite: Advanced Placement or Co-requisite CM070. Students develop college-level writing skills, composing essays and formal research papers using APA documentation citation style.

CM200 INTERCULTURAL COMMUNICATIONS 4 CREDITS

Prerequisite: CM121. The course explores cultural patterns and issues that influence effective communication across cultures.

CM210 CREATIVE WRITING 4 CREDITS

Prerequisite: CM121. Students read, analyze, and discuss representative samples of poetry, fiction, and drama to understand techniques employed by skilled writers. They apply those strategies in drafting a variety of creative works.

CM220 ART OF PERSUASION 4 CREDITS

Prerequisites: CM111, CM121. The course examines principles used in the process of influencing opinions, feelings, and actions of others through purposeful oral communication.

CM230 MASS COMMUNICATION 4 CREDITS

Prerequisite: CM121. The course introduces a variety of forms of communication mediated by technology. Students explore the history of media, including mass media in today's society. Mass media theory and practice are explored, emphasizing the student as media consumer.

CM320 WRITING AND RESEARCH 4 CREDITS

Prerequisite: CM121. Students study the role of scholarly research in academic disciplines. Topics include research tools and strategies, evaluation of online and print sources for scholarly publications, writing summaries and abstracts and the inclusion of research in writing assignments. Assignments include various writing projects and a final research paper.

CM330 TECHNICAL WRITING 4 CREDITS

Prerequisite: CM121 or equivalent. Students learn how to communicate detailed, technical information in a manner a layperson can understand. Purpose, organization and language are emphasized.

COMPUTER LITERACY**CL113 COMPUTER AND WEB FLUENCY 4 CREDITS**

Prerequisite: None. This course combines an overview of basic computer technology with an examination of essential promotional and communication tools available through the Internet. It introduces essential and fundamental technical skills for the media professional that are necessary to participate in the digital marketplace. Students perform basic computer maintenance and learn to leverage the internet as an advantage in their careers. Topics include basic computer hardware, software, networking, server systems, web hosting, and domain registration protocols.

DIGITAL PHOTOGRAPHY**DP151 DIGITAL PHOTOGRAPHY I 3 CREDITS**

Prerequisite: None. Students learn the fundamentals of digital photography including selecting and operating a digital SLR camera and using advanced post production software to produce a final image. Other topics include balancing lighting, film speed, lens aperture, and shutter speed to achieve the right exposure, using an on-camera flash, and image composition.

DP153 DIGITAL PHOTOGRAPHY 2 CREDITS

Prerequisite: None. Students learn the fundamentals of digital photography including selecting and operating a digital SLR camera and using advanced post production software to produce a final image. Other topics include balancing lighting, film speed, lens aperture, and shutter speed to achieve the right exposure, using an on-camera flash, and image composition.

DP201 DIGITAL PHOTOGRAPHY II**3 CREDITS**

Prerequisites: DP151, EB166. Students create professional landscape, still life, portrait, glamour/fashion, candid, and product photographs. They will manipulate light to create dynamic and compelling imagery; use advanced post production techniques, including the selective use of filters and editing tools and compositing; and consider photography as a business.

DIGITAL VIDEO**DV103 STUDIO CRAFT****4 CREDITS**

Prerequisite: None. This course offers an introduction to the studio, tools, and equipment used in the video and film industry. Students learn the names and functions of gear and equipment, industry terminology, studio safety, on-set etiquette, basic electrical principles, proper usage of gear, maintenance and repair of tools and equipment, and studio procedures.

DV112 STORY STRUCTURE AND DEVELOPMENT FOR VISUAL MEDIA**4 CREDITS**

Prerequisite: None. This course covers basic story structure and development, the elements of fiction, character structure and development, and the hero myth as it applies to visual media, including visual writing, the function of conflict, genre, emotional arc, psychology methods, the use of dialogue and scene and act structure. Students learn basic scripting software and formatting techniques. Students use films as reference to analyze storytelling in visual media.

DV113 ADVANCED LIGHTING FOR VIDEO**2 CREDITS**

Prerequisite: DV125. In this course, students demonstrate advanced knowledge of interior and exterior lighting scenarios, both in the field and in the studio. Students create lighting schemes and demonstrate the use of various lighting and peripheral equipment.

DV115 VIDEO PRODUCTION I**4 CREDITS**

Prerequisite: EB103. In this course students study the foundation and evolution of video technology. They are introduced to camera methods, lens functions, lighting techniques, composition, match action and continuity, shooting for the edit, and basic editing skills. Students use digital video cameras, professional lighting gear and workstation-based video production suites to shoot, capture, and produce content for cinema, television, the web, and other multimedia releases.

DV120 PRODUCTION MANAGEMENT**4 CREDITS**

Prerequisite: None. This course leads the student through the production management process. The course covers the production organizational structure, script breakdown, production boards, shooting schedules, budgeting, location management, working with cast and crew, production forms and contracts, set operations, production insurance and legal and business issues faced in media production. The student produces a complete production manual.

DV125 VIDEO PRODUCTION II**4 CREDITS**

Prerequisite: DV115. This course covers advanced preproduction and production techniques for digital video and television. Students participate and lead practical applications of those techniques within a studio environment and on field locations.

DV130 BASIC CAMERA, LIGHTING AND EDITING**4 CREDITS**

Prerequisite: DV103. Students study the foundation and evolution of video technology. They are taught film style camera methods, lens functions, basic lighting techniques, composition, match action and continuity, shooting for the edit, and basic editing skills. Students use digital video cameras, professional lighting gear and workstation-based video production suites to shoot, capture, and produce content for cinema, television, DVD, web publishing, and other multimedia releases.

DV135 VIDEO PRODUCTION III**4 CREDITS**

Prerequisite: DV125. This course is the production portion of a comprehensive capstone project. Students produce and direct a short narrative, documentary, or commercial film. They take the project from preproduction into production and produce video selects to bring into editing.

DV140 VIDEO EDITING I**4 CREDITS**

Prerequisite: AP154 or DV130. This course covers basic video editing techniques using professional-level nonlinear editing software.

DV145 VIDEO EDITING I**4 CREDITS**

Prerequisite: EB167. This course introduces editing concepts and techniques for application in a variety of professional-level, nonlinear editing software. Students learn efficient editing practices and asset management.

DV155 SCREENWRITING**2 CREDITS**

Prerequisite: CM210. The course presents a comprehensive overview of scriptwriting for multiple visual media formats. Students learn writing theory and explore methods of critical analysis. They explore in depth methods of storytelling techniques and narrative structure. The class presents techniques for developing the outline, the treatment, and the synopsis.

DV165 FIELD PRODUCTION AND LIGHTING**4 CREDITS**

Prerequisite: DV130. This course covers lighting principles, camera techniques, and color theory for digital video. Students work within a studio environment and on field locations applying production and lighting techniques for purposes of television, film and other media applications.

DV175 PRODUCTION DESIGN FUNDAMENTALS**2 CREDITS**

Prerequisite: EB167. This course covers the elements and principles of design. Students will explore the elements and principles involved in planning and organizing a unified design as it is applied to film and video preproduction and production.

DV181 AUDIO FOR VIDEO AND FILM**4 CREDITS**

Prerequisite: AE130 or DV130. This course covers audio production in the field and post-production audio techniques for digital video.

DV190 EMERGING TECHNOLOGIES**2 CREDITS**

Prerequisite: None. This course covers emerging technologies in audio, video, and AV networking including software, hardware, and techniques. Students will be exposed to the very newest industry trends as they emerge and will understand how these new technologies will impact the industry both practically and creatively.

DV200 VISUAL EFFECTS**4 CREDITS**

Prerequisite: EB167. This course covers visual effects using professional software. The student learns how to integrate a variety of media such as graphics, text and video to produce motion graphics and how to problem solve real-world design and production challenges such as tiling, special effects and timeline placement of graphics for final output to digital video motion graphics.

DV206 EPISODIC STORYTELLING**2 CREDITS**

Prerequisite: DV155. This course presents an in-depth and hands-on exploration of scriptwriting for episodic storytelling including television, streaming programming, podcasts, and web series. Students build on their writing skills to tell stories that span multiple layers of character and story arcs across one or more programming seasons. They explore the tools for creating an episodic universe and leverage them as part of writing teams. They learn how to create series treatments and bibles and deliver scripts in industry standard formats. Students use videos and scripts as reference for learning how scriptwriting and the creative process works in television and the web.

DV211 VISUAL STORYTELLING**4 CREDITS**

Prerequisite: DV112. This course covers the visual language of motion pictures, the application of the elements and principles of design and composition to visual storytelling, basic drawing and illustration skills, the integration of the script into storyboarding software, introduction to the use of pre-visualization, storyboards, look-books and animatics for use in the creation of a video or film production. Students use films and other visual media as reference for learning visual storytelling.

DV217 PRODUCTION MANAGEMENT**2 CREDITS**

Prerequisite: EB103. This course leads the student through the production management process. The course covers the production organizational schedule, script breakdown, production boards, shooting schedules, budgeting, location management, working with cast and crew, production forms and contracts, set operations, production insurance, and legal and business issues faced in media production. The student produces a complete production manual.

DV222 SCRIPT WRITING FOR VISUAL MEDIA**4 CREDITS**

Prerequisite: DV211. The course presents a comprehensive overview of scriptwriting for multiple visual media formats. Students learn writing theory and explore methods of critical analysis. They explore in depth methods of storytelling techniques and narrative structure. They learn how to write television, commercial, corporate, and narrative scripts. The class presents techniques for developing the outline, the treatment, and the synopsis. Students explore in depth a variety of script formats for various visual mediums. Students use films, videos and scripts as reference for learning scriptwriting.

DV226 ADVANCED CAMERA**2 CREDITS**

Prerequisite: DV125. In this course, students demonstrate the ability to operate a variety of digital cameras and peripheral equipment.

DV236 ANIMATION**4 CREDITS**

Prerequisite: DV285. This course covers the basic artistic and technical principles of animation, ranging from two-dimensional traditional processes, motion graphics & design, character animation and an introduction to three-dimensional animation and processes.

DV241 COLOR GRADING I**2 CREDITS**

Prerequisite: GR101. This course covers an overview of general color theory and its application to post-production color grading and color correction techniques using industry standard professional software.

DV242 VIDEO EDITING II**4 CREDITS**

Prerequisite: DV140 or DV145. Students learn advanced video editing techniques using a professional-level nonlinear editing system.

DV245 COLOR GRADING AND BASIC COLOR THEORY**4 CREDITS**

Prerequisite: DV140 or DV171. Prerequisite or Concurrent: DV200. This course covers an overview of general color theory and its application to post-production color grading and color correction techniques using Apple's Color software.

DV246 VIDEO EDITING III**4 CREDITS**

Prerequisite: DV242. This course covers advanced video editing techniques. Students master the editorial process and all of the major nonlinear editing systems.

DV249 VIDEO POST PRODUCTION**4 CREDITS**

Prerequisites: DV125, DV200. This course is the post production edit portion of a comprehensive capstone project. Students build on the elements from previous courses to move into the post production phase of their short film projects. Students learn advanced video editing techniques using a professional-level nonlinear editing system.

DV252 DEMO REEL PRODUCTION**4 CREDITS**

Prerequisite: DV242. Each student develops an individual DVD presentation of demo reel quality. The course covers client contact, problem solving, the creative process, and the use of various video and DVD production tools. Preproduction support materials such as storyboards, scripts, DVD testing, and flow-charting are required.

DV253 DEMO REEL PRODUCTION**2 CREDITS**

Prerequisites: DV246, DV249. Students develop two reels, one featuring academic and professional work in filmmaking/video production and the other featuring academic and professional work in the field of audio post production. Students finalize and present their portfolios, develop professional resumes, and assess entrepreneurial opportunities available in the media industry.

DV261 COLOR GRADING II**4 CREDITS**

Prerequisite: DV145. This course covers in-depth topics of color theory, color correction, and color technology. Students will master the art of color correction and color grading and the professional workflow of a post production color professional.

DV265 AUDIO POST FOR VIDEO AND FILM**2 CREDITS**

Prerequisite: AE115. This course covers post-production audio techniques for digital video.

DV271 AAS DIGITAL VIDEO INTERNSHIP/PRACTICUM 4 CREDITS

Prerequisites: Last quarter. Working in an actual video production environment, students integrate and apply skills, knowledge and abilities acquired in the program. Internships are with local companies with established video production environments.

DV275 STORYBOARDING AND PREVISUALIZATION 4 CREDITS

Prerequisite: EB167. Students create dynamic presentation boards and animatics using traditional techniques with digital technology. They develop traditional illustration skills using digital tools, create convincing lighting effects from digital photo references, develop color key paintings for production design, and create digital background paintings.

DV280 3D DESIGN 4 CREDITS

Prerequisite: EB285. This course provides an introduction to forming a basic understanding of three-dimensional design and techniques essential to the creation of simple shapes and forms. Emphasis is on gaining technical skill and learning the safe and appropriate use of tools and materials. The impact of material and technique upon form and content is also addressed.

DV285 DOCUMENTARY FILM PRODUCTION 2 CREDITS

Prerequisites: DV125, DV145. This course explores a director's approach to documentary filmmaking. Students will explore the six modes of documentary films, student different production styles of documentary filmmakers, and will produce a short documentary film.

DV290 VIDEO PRODUCTION WORKSHOP 2 CREDITS

Prerequisite: DV125 or DV145. This course is an intensive workshop for advanced production students. Weekly workshops are led by instructor and guest directors with class members rotating through various roles on a production crew. Students have an opportunity to work in a professional environment, on the crew of various directors, and shoot multiple scenes in a professional environment.

DV295 POST PRODUCTION PORTFOLIO 4 CREDITS

Prerequisite: Students must be in their final quarter of the program. The course leads the student through the development of a final portfolio project. Portfolio projects will feature student's mastery of post production techniques in editorial, visual effects, color, and audio. The student also completes an individual thesis intended to integrate material already covered in previous courses as a means to support a future career path.

DV315 ADVANCED FIELD PRODUCTION 4 CREDITS

Prerequisite: DV165. This course covers advanced lighting, camera techniques and color theory for digital video and television. Students participate in practical applications of those techniques within a studio environment and on field locations.

DV318 ADVANCED CAMERA TECHNIQUES 4 CREDITS

Prerequisite: DV315. In this course, students demonstrate the ability to operate a variety of digital cameras and the peripheral equipment.

DV320 ANIMATICS AND STORYBOARDING 4 CREDITS

Prerequisites: DV200, DV252. Students create dynamic presentation boards and animatics using traditional techniques with digital technology. They develop traditional illustration skills using digital tools, create convincing lighting effects from digital photo references, develop color key paintings for production design, and create digital background paintings.

DV325 PRODUCTION MANAGEMENT II 4 CREDITS

Prerequisites: DV120, DV315. Students master current practices in freelance digital production, including promotion, estimating, billing, invoicing, and delivering digital video product. Students complete and deliver a freelance project for a business client.

DV400 DIGITAL FILM PREPRODUCTION 4 CREDITS

Prerequisites: DV222, DV242, DV325. Students begin a three-quarter production project to create an approved, relevant and professional quality short visual media project. This course initiates and completes the preproduction process. Students create a story concept, a script, storyboard, budget, schedule, and cast. A designated committee approves the content of the project.

DV410 DIGITAL FILM PRODUCTION 4 CREDITS

Prerequisite: DV400. The course is the second in a short film project extended over three quarters. Students build on the elements created in a preproduction to move into the production phase of their short film project. They incorporate their skills to begin the production of relevant and professional short films of their selected and approved genres. The film is shot in high definition video.

DV420 DIGITAL FILM POSTPRODUCTION 4 CREDITS

Prerequisite: DV410. The course is the third for the creation of an approved, relevant and professional quality short visual media project extended over three quarters. Students build on the work created in the preproduction projection class and move into the postproduction phase of their projects. They apply postproduction skills learned in previous courses to the editing and finishing of the project shot in the Production class. The film is edited and finished in high definition video. When completed, the project will be exhibited at a public screening.

DV440 BFA DIGITAL VIDEO CAPSTONE 4 CREDITS

Prerequisite or Concurrent: DV420. The course leads the student through the development of a final reel and portfolio project. The student prepares a simulated network or distributor pitch of a video/film product, program, or service and effectively defends the presentation.

DV495 BFA DIGITAL VIDEO INTERNSHIP/PRACTICUM 4 CREDITS

Prerequisite: DV420. A 120-hour structured internship gives students the opportunity to apply their skills to real world applications in a video/film production environment. Students integrate and apply skills, knowledge, and abilities acquired in the program.

ENTERTAINMENT BUSINESS**EB102 THE MEDIA INDUSTRY LANDSCAPE 4 CREDITS**

Prerequisite: None. Media and creative arts are converging and creating new outlets for entertainers, content creators and industry business professionals. This course is designed to introduce students to the unique media arts sectors and to help them begin their careers. Topics include the identification of entertainment entities, an overview of significant contributors to the business of entertainment and an introduction to emerging transmedia applications for entertainment industry professionals. In this introductory course, students explore how their career track applies to the media industry, discuss essential skills for success in college and explore how those skills can translate to career success. A variety of self-assessment tools help students identify their unique abilities and evaluate professional environments in light of that knowledge.

EB103 INTRODUCTION TO MEDIA CAREERS 2 CREDITS

Prerequisite: None. This course is a comprehensive study of media careers in audio and video fields. It provides an introduction to audio and video studio environments and equipment. Students will understand the filmmaking process and the various positions that make up large and small production and postproduction teams. Students will understand the audio and live sound production process and the various positions involved in these industries. In addition, the class serves as an introduction to the IPR college experience and strategies for maximizing student success. Lastly, students will establish a web-based portfolio platform to feature the content created during degree progress.

EB120 BUSINESS MANAGEMENT FOR MEDIA PROFESSIONALS 4 CREDITS

Prerequisite: EB102. This course introduces students to creative business basics with a focus on entrepreneurial activities of a media professional. Class explores modern trends in media industry job fields and their implications for related careers. Through lecture, class discussions and the text, students become familiar with basic entertainment industry economics, business structures, and common entertainment industry business forms, contracts and agreements. Students explore how to plan, open and market a small business in the entertainment industry. Discussions cover the nuances of personal communication, social interaction, professionalism, self-promotion, and networking and career development in the media arts.

EB121 BUSINESS MANAGEMENT FOR MEDIA PROFESSIONALS 2 CREDITS

Prerequisite: EB103. This course introduces students to creative business basics with a focus on entrepreneurial activities of a media professional. Class explore related s modern trends in media industry job fields and their implications for careers. Students become familiar with basic entertainment industry economics, business structures, and common entertainment industry business forms, contracts and agreements. Students explore how to plan, open and market a small business in the entertainment industry. Discussions cover the nuances of personal communication, social interaction, professionalism, self-promotion, and networking in career development in the media arts.

EB166 PRINCIPLES OF DESIGN I 4 CREDITS

Prerequisite: None. This is an introduction to computer-based graphic design programs used in 2D media creation. Students use Adobe Photoshop and Adobe Illustrator for projects including poster creation, logo design, mailers, and album artwork as they study the history, aesthetics, and business of design.

EB167 PRINCIPLES OF DESIGN I 4 CREDITS

Prerequisite: None. This is an introduction to computer-based graphic design and editing programs. Students use a suite of media creation and manipulation software for projects including poster creation, logo design, and basic video editing projects.

EB195 BUSINESS AND PRODUCTION OF COMMERCIAL MEDIA I 3 CREDITS

Prerequisite: EB102. Students interact with guest professionals to create basic advertising content for various media channels. Topics include business etiquette, timetables, budgets, and billing methods; the roles and responsibilities of producers, talent, and clients; and the psychology of interpreting a client's needs.

EB203 LAW AND ECONOMICS OF INTELLECTUAL PROPERTY 4 CREDITS

Prerequisite: EB102. The course addresses intellectual property, copyright, and content ownership for the creative industries. Students learn the fundamentals of copyright and how it applies to creative and media arts production. Topics include the economic structure of licensing, publishing and monetizing creative content with a focus on current property rights management issues facing the media industry.

EB210 CREATIVE AND PROMOTIONAL WRITING 4 CREDITS

Prerequisite: CM121. Students develop skills for effective written and communication and promotion. Activities include composing poetry and short prose, preparing pieces for submission, compiling press contact lists, composing promotional documents, and formatting emails for correspondence with the media.

EB211 BUSINESS COMMUNICATION AND NETWORKING 3 CREDITS

Prerequisite: None. This course focuses on the role of communication and networking skills in the entertainment industry. Topics include developing strong client relations, cold calling, the art of negotiating, and networking. In-class exercises include interviewing, presentations, and networking.

EB223 CAREER PLANNING FOR THE CREATIVE PROFESSIONAL 1 CREDIT

Prerequisite: EB120 or DV252 or equivalent. This course presents the development of career and self-promotional tools including industry specific tools, résumés, cover letters, and other digital materials. Students practice interview techniques and learn professional strategies and client-based approaches, which lead to meaningful and lasting professional contacts. Students identify various job cultures that support their professional aptitudes and goals and present their career objectives to career services, prospective employees, and colleagues.

**EB264 TOUR MANAGEMENT AND
THEATRICAL PRODUCTION****4 CREDITS**

Prerequisite: EB203. This course introduces booking, managing, and profiting from band tours and performances. Topics include legal agreements between artists and venues, lodging and transportation issues, merchandising, and fiscal management.

EB266 VENUE DEVELOPMENT AND MANAGEMENT**3 CREDITS**

Prerequisite: EB120. This course provides students with practical experience in venue management of an entertainment venue. Students interact with independent, small business veterans and learn basic skill sets for conception, design, and operation of a live entertainment venue. Topics include research of venues, venue development, business applications, marketing, advertising and talent coordinating.

**EB267 ENTERTAINMENT CONTACTS
AND LICENSING****3 CREDITS**

Prerequisite: EB120 or EB203. This course presents an analysis of contract law and common agreements relation to artists, writers, producers, and companies. Topics include licensing opportunities, artist contracts, management contracts and strategic decision-making.

EB268 EVENT PRODUCTION**4 CREDITS**

Prerequisite: EB120. This course focuses on managing personnel, schedules, equipment, and other details associated with entertainment events. Students will actively participate in planning, organizing, and managing events at IPR and other locations around Minneapolis.

EB273 EVENT PRODUCTION**2 CREDITS**

Prerequisite: EB103. This course focuses on managing personnel, schedules, equipment, and other details associated with entertainment events. Students will actively participate in planning, organizing, and managing events at IPR and other locations around Minneapolis.

EB285 MOTION GRAPHICS AND DIGITAL EFFECTS**2 CREDITS**

Prerequisite: DV200. This is an intermediate level motion graphics course. Students use professional visual effects software to demonstrate mastery in a variety of professional skills.

EB310 ENTREPRENEURSHIP FOR CREATIVE ARTS**4 CREDITS**

Prerequisite: EB120 or equivalent. Pursuing an entrepreneurial venture in the creative arts field requires an understanding of both business and arts industry practices. This course will present an overview of arts-related career opportunities by exploring profit and not-for-profit arts organization and businesses. Basic and intermediate entrepreneurial marketing, promotion, and management skills are presented. Students will use the course as a basis of assessing the possibility of creation of an entrepreneurial plan.

GRAPHICS**GR101 APPLIED COLOR THEORY****4 CREDITS**

Prerequisite: None. This course presents fundamentals of color and its use in the creative profession. Students approach color from both an artistic and aesthetic point of view and in terms of practical, production-oriented applications that enable them to express ideas effectively.

GR131 DESIGN FUNDAMENTALS**4 CREDITS**

Prerequisite: None. This introductory course is intended to introduce the student to the elements and principles of design. Students will explore elements and principles involved in planning and organizing a unified design, with an emphasis on creativity, visual perception and eliciting a viewer's response.

HUMANITIES**HU100 INTRODUCTION TO HUMANITIES****4 CREDITS**

Prerequisite or Concurrent: CM121. This course is an exploratory approach to the humanities focusing on literature, philosophy, comparative religion, music, sculpture, architecture, and painting in a social/historical framework.

HU121 FILM IN SOCIETY**4 CREDITS**

Prerequisite: None. Students develop an appreciation of film as a visual art, examining ways in which films impact our culture, our economy, and our society.

HU125 WORLD MUSIC**4 CREDITS**

Prerequisite: None. This course is designed to help students understand music in a multicultural, global marketplace. Using current popular music as a way to define culture, students will learn about global societies and their cultural history. Students will use the constituent and expressive elements of music as a basis for discussion to compare and contrast popular music and culture on a global level. This course will include ear training that will enhance students' recognition of global instruments.

HU130 SPANISH I**4 CREDITS**

Prerequisite: None. This is the first of a two-quarter course for students with little or no background in the Spanish language. It provides basic proficiency in speaking, reading, writing, and listening at the conversational level and general knowledge of Spanish-speaking cultures.

HU150 INTRODUCTION TO LITERATURE**4 CREDITS**

Prerequisite or Concurrent: CM121. This course is a survey of short stories, poetry, and drama as literary forms with an emphasis on using literary analysis to interpret a wide range of literary works.

HU200 ART IN THE MODERN WORLD**4 CREDITS**

Prerequisite: CM121. This course covers the history of modern art from the last half of the 19th century to the present. Students become familiar with representative works by artists in a variety of genres and styles of modernist and postmodern art, gaining an understanding of the historical context of changes in art and social and cultural forces that gave rise to the eclecticism of modern art.

HU305 THE CREATIVE PROCESS**4 CREDITS**

Prerequisite: CM121. Students employ critical thinking as they engage in an investigation of the creative process both theoretically and practically, resulting in the ability to methodically apply this understanding to their own creative work.

HU315 WORLD LITERATURE**4 CREDITS**

Prerequisites: CM121, HU150. This course examines global perspectives on literature using texts from a variety of genres including folktales, proverbs, poetry and short stories from throughout the world. Authors studied represent a variety of geopolitical contexts that provide diverse social and political settings for composition and consumption of the writings and media. Students compare and contrast literary elements of texts to understand the works' historical and cultural significance.

LOGIC PRO**LP151 LOGIC PRO I****2 CREDITS**

Prerequisite: None. This course prepares students for using Logic Pro as they perform a series of practical exercises in music production, rhythm programming, recording, mixing, and post production.

LP201 LOGIC PRO II**2 CREDITS**

Prerequisite: LP151. Students will work with artists and build content utilizing Logic Pro X as the primary production tool in one of IPR's flagship studios. Topics include artist communication, manipulating pitch and tempo, artist tracking, workflow enhancements, advanced MIDI editing, video integration, advanced audio editing, surround and stereo mixing.

ABLETON LIVE**LV151 ABLETON LIVE I****2 CREDITS**

Prerequisite: None. Students are introduced to Ableton Live recording and sequencing software through a series of practical exercises covering software configuration, session navigation, audio warping, MIDI programming with virtual instruments, recording, editing, mixing, and combining audio with visual media.

LV200 ABLETON LIVE II**2 CREDITS**

Prerequisite: LV151. This course expands on the fundamentals of working in Ableton Live as explored in Ableton Live I (LV151). Media production concepts covered includes composition, production, improvisation, and performance.

MARKETING**MK205 MARKETING****4 CREDITS**

Prerequisite: AG100 or BS105 or BS200 or EB120. This introduction to marketing provides an in-depth study of market research and social influences of marketing on consumers and businesses. The class focuses on the four P's of marketing (product, price, place, and promotion), and how they relate to the total marketing concept. Students study the process of identifying customer needs, developing and pricing products and developing a marketing plan.

MEDIA BUSINESS**MB261 INTERNSHIP FOR CREDIT****1 CREDIT**

Prerequisites: 45 Credits Earned, 2.0 Minimum CGPA, 67% Cumulative Completion Rate, Approval by Program Director. This course serves to integrate the skills, knowledge, and abilities acquired for hands-on application in a media business environment. Students will complete an on-the-job training program in a setting that employs a variety of skills common to the field.

MB262 INTERNSHIP FOR CREDIT**2 CREDITS**

Prerequisites: 45 Credits Earned, 2.0 Minimum CGPA, 67% Cumulative Completion Rate, Approval by Program Director. This course serves to integrate the skills, knowledge, and abilities acquired for hands-on application in a media business environment. Students will complete an on-the-job training program in a setting that employs a variety of skills common to the field.

MB263 INTERNSHIP FOR CREDIT**3 CREDITS**

Prerequisites: 45 Credits Earned, 2.0 Minimum CGPA, 67% Cumulative Completion Rate, Approval by Program Director. This course serves to integrate the skills, knowledge, and abilities acquired for hands-on application in a media business environment. Students will complete an on-the-job training program in a setting that employs a variety of skills common to the field.

MB264 INTERNSHIP FOR CREDIT**4 CREDITS**

Prerequisites: 45 Credits Earned, 2.0 Minimum CGPA, 67% Cumulative Completion Rate, Approval by Program Director. This course serves to integrate the skills, knowledge, and abilities acquired for hands-on application in a media business environment. Students will complete an on-the-job training program in a setting that employs a variety of skills common to the field.

MB265 INTERNSHIP FOR CREDIT**5 CREDITS**

Prerequisites: 45 Credits Earned, 2.0 Minimum CGPA, 67% Cumulative Completion Rate, Approval by Program Director. This course serves to integrate the skills, knowledge, and abilities acquired for hands-on application in a media business environment. Students will complete an on-the-job training program in a setting that employs a variety of skills common to the field.

MB266 INTERNSHIP FOR CREDIT**6 CREDITS**

Prerequisites: 45 Credits Earned, 2.0 Minimum CGPA, 67% Cumulative Completion Rate, Approval by Program Director. This course serves to integrate the skills, knowledge, and abilities acquired for hands-on application in a media business environment. Students will complete an on-the-job training program in a setting that employs a variety of skills common to the field.

NATURAL SCIENCE AND MATHEMATICS**NS070 ALGEBRA LAB****2 CREDITS**

Prerequisite: None. Co-requisite NS116. This course examines introductory algebra skills. Topics of this course include factoring, solving linear equations and inequalities, linear systems, graphing and evaluating expressions, and operations involving polynomials. Students use graphing throughout the course to explore mathematical applications.

NS105 BIOLOGY**4 CREDITS**

Prerequisite: None. This course is an introduction to biological science covering topics in modern biology, including molecular aspects, cell biology, physiology, genetics, evolution and ecology. It increases students' understanding of scientific inquiry and includes laboratory sessions either live, virtual, or in combination.

NS111 ENVIRONMENTAL ISSUES**4 CREDITS**

Prerequisite or Concurrent: CM121. This is a survey of contemporary environmental problems. The course stresses holistic and ecological approaches, giving special attention to roles, responsibilities and opportunities for individuals in global environmental problem solving.

NS116 COLLEGE ALGEBRA I**4 CREDITS**

Prerequisite: Advanced Placement or Co-requisite: NS070. Topics of this course include solving linear and quadratic equations and inequalities, linear systems, graphs of equations and inequalities, operations involving polynomials and rational expressions, exponents, radicals and an introduction to exponential and logarithmic functions. Students use graphing throughout the course to explore applications that use functions.

NS121 EARTH SCIENCE**4 CREDITS**

Prerequisite or Concurrent: CM121. This course introduces the Earth as a dynamic multidimensional physical system consisting of separate but interacting parts, in which change in one part can produce changes in any or all other parts. Topics include the nature of the earth in terms of changes in its solid mass, the oceans, the atmosphere, and the universe.

NS216 COLLEGE ALGEBRA II**4 CREDITS**

Prerequisite: NS116. Topics include quadratic, transcendental and trigonometric functions and their inverses and properties. Students use graphing to explore analytic geometry of conic sections, build and use simple mathematical models, and use trigonometry to solve problems related to triangles.

NS305 STATISTICS**4 CREDITS**

Prerequisite: NS116. This course focuses on descriptive statistics and statistical inference. Topics include data, basic methodologies for gathering data, populations, samples, descriptive measures, probability, sampling distributions, point and interval estimates, hypothesis testing, statistical inference and bivariate data.

PRO TOOLS**PT101V1 INTRODUCTION TO PRO TOOLS****1 CREDIT**

Prerequisite: None. This course focuses on the foundational skills needed to learn and function within the Pro Tools environment on a basic level.

PT110V1 PRO TOOLS PRODUCTION**1 CREDIT**

Prerequisite: Avid PT101 Exam. This course expands upon the basic principles taught in Pro Tools 101. It introduces core concepts and skills students need to operate a Pro Tools system. Upon completion of this coursework you will be eligible to take the Avid Pro Tools User Certification exam.

PT201V1 PRO TOOLS PRODUCTION II**1 CREDIT**

Prerequisite: Avid PT110 Exam. This course covers the core concepts and skills you need to operate an Avid Pro Tools HD system in a professional studio environment.

PT210MV1 MUSIC PRODUCTION TECHNIQUES**1 CREDIT**

Prerequisite: Avid PT201 Exam. This course covers specific techniques for working with Avid Pro Tools HD software in a professional music production environment. Upon successful completion of the 200- level coursework, you will be eligible to take the Avid Pro Tools Operator Music Certification exam.

PT210PV1 POST PRODUCTION TECHNIQUES**1 CREDIT**

Prerequisite: Avid PT201 Exam. This course covers specific techniques for working with Avid Pro Tools HD software in a professional post production environment. Upon successful completion of this class, you will be eligible to take the Avid Pro Tools Operator Post Certification exam.

SHOW PRODUCTION**SP104 PRINCIPLES OF LIGHTING SYSTEMS****2 CREDITS**

Prerequisite: None. This course focuses on the theory and use of light in multi-media settings. Topics include color blending, electrical consumption, lighting fixtures and controllers. Students work hands on to learn basic set up of lighting instruments, controllers and apply rigging principles based on industry standards.

SP105 PRINCIPLES OF LIGHTING SYSTEMS**3 CREDITS**

Prerequisite: None. This course focuses on the theory and use of light in multi-media settings. Topics include color blending, electrical consumption, lighting fixtures and controllers. Students work hands on to learn basic set up of lighting instruments, controllers and apply rigging principles based on industry standards.

SP139 WIRING BASICS**2 CREDITS**

Prerequisite: None. In this course, students learn soldering techniques, cable repair, connector utilization and implementation into a variety of applications in the multi-media fields. The course presents basic electricity and electrical circuitry concepts as they relate to sound reinforcement, lighting and visual display technology. Students will complete coursework that prepares them to take the NEC low voltage certification exam.

SP209 SOUND REINFORCEMENT I**4 CREDITS**

Prerequisite or Concurrent: AE130. This introductory course focuses on the setup and use of sound systems in live performance settings focusing on all components of a typical sound system including consoles, EQ, crossovers, amplifiers, and speaker components. Students set up sound reinforcement equipment for a live show.

SP216 VISUAL DISPLAY AND CONTROL**2 CREDITS**

Prerequisite: SP104. This course focuses on the design, control, and integration of visual displays and playback devices with advanced lighting systems. Projection, high resolution and low resolution displays, and content playback and live camera control systems will be discussed and implemented in weekly shows.

SP219 SOUND REINFORCEMENT II**4 CREDITS**

Prerequisite: SP209. This intermediate course focuses on mixing and advanced set-up of sound systems in live performance settings. Topics include digital processors and consoles used for show application. This course covers the first step in the Avid Venue Certification process.

SP225 ADVANCED LIGHTING AND VISUAL DISPLAY**4 CREDITS**

Prerequisite: SP205. This course focuses on advanced lighting operations. Introduction to and operation of a variety of moving light fixtures. Students will understand basic Projection interconnect from multiple sources, high resolution and low resolution displays, and live camera control systems will be discussed and implemented.

SP226 ADVANCED LIGHTING**2 CREDITS**

Prerequisite: SP104. This course focuses on advanced lighting operations. Introduction to and operation of a variety of moving light fixtures. Students will understand basic Projection interconnect from multiple sources, high resolution and low resolution displays, and live camera control systems will be discussed and implemented.

SP229 SOUND REINFORCEMENT III**4 CREDITS**

Prerequisite: SP219. This advanced course focuses on the design and configuration of complex sound systems and control systems. Speaker design software is discussed and practiced. Advanced production equipment, including wireless microphones and in ear monitoring systems, external control, and digital audio networks are demonstrated and implemented. The second step of the Avid Venue certification process is also covered.

SP275 SYSTEM MAINTENANCE AND**ADVANCED WIRING****4 CREDITS**

Prerequisite: SP139. This course focuses on intermediate to advanced maintenance and troubleshooting skills. Students will experience and practice routine maintenance, upgrades, changes, and repair. The course will provide an overview of what it takes to perform basic system installations and how to bid for installations. Advanced soldering skills and techniques for rack and system wiring will be taught. Students will receive consulting tips and practice rack-wiring projects.

SP276 SYSTEM MAINTENANCE AND**ADVANCED WIRING****2 CREDITS**

Prerequisite: SP139. This course focuses on intermediate to advanced maintenance and troubleshooting skills. Students will experience and practice routine maintenance, upgrades, changes, and repair. The course will provide an overview of what it takes to perform basic system installations and how to bid for installations. Advanced soldering skills and techniques for rack and system wiring will be taught. Students will receive consulting tips and practice rack wiring projects.

SP289 THE BIG SHOW**4 CREDITS**

Prerequisite: SP139, Prerequisite or Concurrent: SP229. In this capstone course, students apply lighting and sound design techniques and theory to present a final project consisting of audio, lighting, and visual displays technologies for a music program.

SOUTH BY SOUTHWEST**SB180 DULUTH SUPERIOR FILM FESTIVAL****2 CREDITS**

Prerequisite: DV125 or DV145. This class focuses on a five-day stay at the Duluth Superior Film Festival. While at the festival, students will serve as the official videographers of the festival, collecting interviews of festival directors and visiting filmmakers, documenting festival events, panels, and gatherings, collecting footage of local attractions, and producing daily recap/promotional videos. In preparation for the trip, students will use preproduction skills, work as a team, and study festivals and networking.

SB279 SOUTH BY SOUTHWEST**MEDIA CONFERENCE****3 CREDITS**

Prerequisite: EB102. This is a two-week travel course to South by Southwest (SXSW) Music and Media Conference in Austin, Texas, one of the largest music festivals in the U.S., and one of the world's premier film festivals. Activities include panel discussions on current media topics, movie and video showcases, and networking with media professionals. Additional fees will be assessed for this course.

SOCIAL SCIENCE**SS103 GLOBAL CITIZENSHIP****2 CREDITS**

Prerequisite: None. This interdisciplinary social science course explores the influence of community on global citizenship. Topics include contemporary theories that help define local, national, and international community membership in the 21st century. Students will examine how cultural constructs, including, but not limited to, personal perspectives and social, educational, and professional experiences, contribute toward shaping their recognition of and accountability as socially responsible community members.

SS116 INTRODUCTION TO PSYCHOLOGY 4 CREDITS

Prerequisite or Concurrent: CM121. Introduction to Psychology is a basic overview of facts, terms, ideas, and research findings, which form the basis for modern psychology. This course looks at the science of psychology, considering behavior, perception, learning, memory, human physical and personality development, motivation, and stress.

SS123 HISTORY OF AMERICAN MUSIC 4 CREDITS

Prerequisite: None. In this course, students will study the historical roots and evolution of American popular music. Genres studied include jazz, blues, country and western, music for stage and film, rock and roll, electronic music, punk, and hip-hop. Students will learn how to recognize each genre, be able to identify its roots and stylistic characteristics, and learn the contributions of key artists who have developed the current musical landscape.

SS140 INTERPERSONAL RELATIONS 4 CREDITS

Prerequisite: None. This course is a study of the development of interpersonal relations, exploring cognitive, behavioral, attitudinal, and contextual interpersonal skills.

SS205 SOCIOLOGY 4 CREDITS

Prerequisite: CM121. Sociology is the study of how social forces such as race, ethnicity, class, gender, sexuality, and capitalism shape personality, institutions, and cultures in the process of socialization. Topics include research and question construction methods.

SS311 HUMAN BEHAVIOR 4 CREDITS

Prerequisites: CM121, SS116 or SS140. This course is a study of the influence of sociological, biological and psychological characteristics on various types of human organizations such as families, social groups, organizations, communities and societies.

SS360 ABNORMAL PSYCHOLOGY 4 CREDITS

Prerequisite: SS116. This course distinguishes between normal human behavior and psychological dysfunction. Topics include history, causes, treatments and current controversies related to major psychological problems and mental illnesses.



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IPR features a staff of certified Pro Tools instructors with cumulative experience totaling well over a century and over 80 Avid-equipped workstations, with multiple ICON and Avid consoles, including a 48-channel ICON D-Control ES and a brand-new 32-channel Avid System 5-MC. Our Pro Tools classes provide an incomparable opportunity to learn universally acknowledged, industry-standard recording software from some of the people who know it best. We integrate our Avid curriculum into professional level facilities to ensure students complete their certification with the working knowledge to apply it in a professional environment.

Certifications are awarded by the named organizations and are subject to the requirements of those organizations. The Institute of Production and Recording does not grant the certifications.

PROFESSIONAL LICENSURE

The Institute of Production and Recording's programs do not lead to professional licensure in Minnesota or any other state. State licensure is not required for any of IPR's program offerings.



faculty & staff

Our faculty members take their jobs seriously – yet still know how to have a blast. These industry- recognized pros bring experience, knowledge and passion to the IPR classroom.

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ADMINISTRATIVE TEAM

EXPERIENCE BEHIND THE MUSIC SCENE

A passion for music, media, and entertainment. That's the common denominator for everyone on the IPR staff. Staff members aren't just skilled in their administrative and educational roles; many also have studio credentials, recording credits, awards, and extensive entertainment business backgrounds. They all recognize that art doesn't just happen. That's why they work together to provide you with the best education available.

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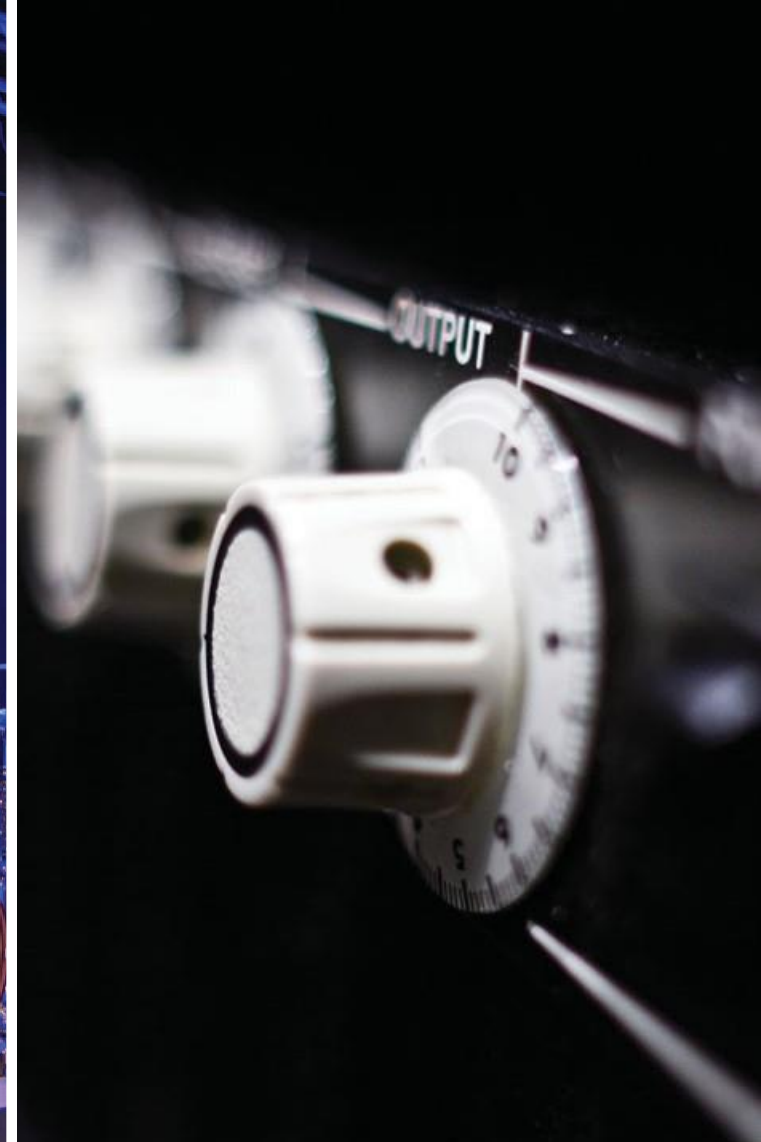
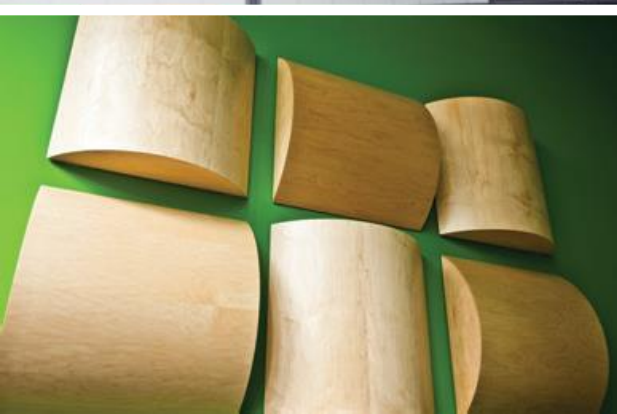
LIBRARY

AMBER ARD

Consortium Librarian
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KALINA KASTNER

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studios & equipment

In IPR's studios, you get real-world experience using high-tech modern and vintage equipment- without ever leaving the building.

MASTER MIX // STUDIO A

In honor of IPR cofounders Thomas Tucker and Jackie Robinson, IPR has carried over the Master Mix Studios name to its current facility. Since its inception in 1999, Master Mix Studios has been one of the premier recording facilities in the Midwest. It has been host to projects by nationally and international known recording artists including Sheila Ray Charles, Meat Puppets, Lucinda Williams, Neil Diamond, Yumi Matsutoya, Ricky Martin, Johnny Lang, Soul Asylum, The Proclaimers, Next, and Mudvayne.

The room includes an Avid 48-channel ICON-DControl ES control surface, along with Pro Tools HDX system, a KRK 15K-A5 Main Speaker System, and a list of vintage and modern microphones, instruments, and outboard sound processing equipment. Master Mix Studio A epitomizes the modern music recording facility. Students at IPR are given the unique opportunity to learn in this hands-on environment under the guidance of experienced industry professionals.

CONSOLE	MONITORING	REVERBS/DELAYS
Avid 48-Channel ICON-DControl ES	KRK 15K-A5 Main Speaker System Yamaha NS-10M Speakers w/ Van Alstine Amplification	Eventide H3000S "Ultra-harmonizer" Digital Effects Lexicon PCM42 Digital Delay (2) TC Electronic M3000 Digital Effects SansAmp PSA-1
MACHINES	Genelec 1032A Active Monitors Auratone 5C Super-Sound-Cube Speakers 8-Channel Cue System Digidesign XMON Surround Monitor Controller	
Studer A-827 2" 24-Track Analog Recorder Studer A80RC 1/2" 2-Track Analog Recorder HHB CDR-830 BurnIt Plus T.C. Electronic System 6000		
MIC PRE/DI	PRO TOOLS/MIDI WORKSTATION	COMPRESSORS/LIMITERS/GATES
API 512C Mic Pre (12) API 212L Mic Pre DW Fern VT2 Stereo Tube Mic Pre Neve 1064 Mic Pre/EQ (2) Telefunken V76 Tube Mic Pre (2) API 205L DI (2) Digidesign PRE Eight Channel Preamp Shadow Hills Mono Gama Mic Pre Helios 500 Type 69 Mic Pre Phoenix Audio DRS 8 Channel Mic Pre Telefunken V672 Dual Mic Pre	Apple Mac Pro Late 2013 Pro Tools HDX 2 AVID 16X16 HD I/O (2) AVID Sync HD MOTU MIDI Timepiece AV Logic Pro Ableton Live M-Audio Pro 88 Keystation	API 225L Compressor/Limiter (2) Empirical Labs EL8 Distressor (2) Empirical Labs "Fatso Jr" Stereo Compressor Tube Tech CL2A Dual Compressor Inovonics Model 201 Compressor Neve 33609 Stereo Compressor/Limiter Summit TLA-100A Tube Compressor (2) UREI 1176 "Silver Face" Compressor/Limiter (2) Imperial Labs EL-DS DerrEsser
EQUALIZERS		
API 550B EQ (8) API 560B EQ (2) Avalon AD2055 EQ		



MASTER MIX // STUDIO B

Master Mix Studio B is centered around a 32-channel Avid Euphonix 5-MC integrated console. Through the powerful EuCon control protocol this unique console is capable of controlling multiple workstations, ranging from Avid's Pro Tools and Media Composer to Apple's Logic Pro and Final Cut Pro platform, and many others. This allows users to complete virtually every aspect of a project within a unified environment, while providing the "feel" of a large-format console. Equipped with a Pro Tools | HDX system, and a Blackmagic high-definition video interface, this room provides its users with the ability to harness the power and convenience of a fully digital environment while incorporating the same host of venerable, but still industry standard analog signal processing devices, making this room ready for the workflow of the future. Additionally equipped with a Genelec 5.1 surround monitoring system, custom dual 15-inch KRK soffit-mounted "mains" and Media Composer/Final Cut-based video platforms, this studio is able to move from music recording to sound design, film scoring, post production and video finishing in moments.

CONSOLE	MONITORING	MIC PRE/DI
Avid System 5-MC 32-Channel Integrated Console	Custom Dual 15-inch KRK Soffit-mounted Mains Genelec 5.1 System with 1021A Active Monitors (5) and 7070A Active Sub-Woofer AVID XMON Surround Monitor Controller Leigh 6+4 Distribution Amp	Avid Eight Channel Mic Pre
MACHINES		
Panasonic DMP-BD85 BluRay Player TC Electronics System 6000		
WORKSTATION	WORKSTATION B	COMPRESSORS/LIMITERS/GATES
Apple Mac Pro Late 2013 Pro Tools HDX AVID HD I/O (2) AVID Sync HD Logic Pro Ableton Live Oxygen 24 Controller Native Instruments Komplete	Apple Mac Mini Late 2012 AVID Media Composer Panasonic 42" HDTV TH-42P2700U Black Magie Design Ultra Studio 3D	Empirical Labs EL8 Distressor Universal Audio LA-4 Compressor/Limiter (2)

STUDIO ONE

Equipped with a fully expanded Pro Tools | HD Native system and a Tannoy System 600A 5.1 Surround monitoring system, Studio One will be the perfect environment for surround sound recording and mixing and audio for video post-production. The expanded 24-channel Digidesign D-Command integrated console (ICON) offers fully digital surround sound mixing for those who prefer working hands-on instead of with a mouse and a keyboard. Integrated video editing hardware and software ensures this studio is the perfect environment for education and practice in audio post production techniques.

CONSOLE	WORKSTATION
Avid D-Command (ICON) with Fader Pack 24-Channel Integrated Console	Apple Mac Pro Late 2013 Pro Tools/Native AVID 16X16 HD I/O AVID Sync HD MOTU Midi Timepiece Yamaha M06 Keyboards Roland XV5050 Synth Module Apple 20" Cinema Display Logic Pro Ableton Live Final Cut Pro JVC HDTV
MONITORING	
Tannoy System 600A 5.1 Surround Avid XMON Surround Monitor Controller Furman Cue System	
MIC PRE/DI	
Digidesign 8 Channel PRE Great River MP-2NV Dual Mic Pre	
MACHINES	
Sony DVD-V/DVD-A/SACD Player	

STUDIO TWO

Very recently, most of the music you heard on the radio was likely mixed on Solid State Logic consoles. Many of the world's premiere studios still operate around these desks. Even more importantly, SSL's flexible modular designs and features have been emulated by dozens of console manufacturers. This is why the SSL 4000G+ series console (a 4040G to be exact) is at the center of studio two, one of IPR's two large-format analog rooms. The console is combined with a Pro Tools | HDX Accel rig with a multitude of high-definition I/O and 24 tracks of analog 2-inch to cover any input requirements. Add to that an impressive list of outboard gear including industry standard analog processing from API, Great River, Summit, UREI, and Empirical Labs and digital effects units from Eventide and Lexicon, you have an ideal tracking and mixing environment.

CONSOLE	REVERB/DIGITAL EFFECTS
SSL 4040E/G with G Series Automation and Total Recall	Eventide Eclipse Digital Effects Processor Lexicon PCM42 Digital Delay (2) Lexicon Super Prime Time Digital Delay T.C. Electronic M3000 Studio Reverb Processor
MONITORING	
Adams 2.5A Active Studio Monitors Tannoy System15 Main Speaker System Yamaha NS-10M Speakers Furman Cue System Urei 6230 Power Amp	
MACHINES	WORKSTATION
Studer A-827 2" 24-Track Analog Recorder HHB CDR-830 BurnIt Plus	Apple Mac Pro Late 2013 Pro Tools HDX AVID 16X16 HD I/O AVID 8X8 HD I/O AVID Sync HD MOTO MIDI I/O Emu MoPhatt Synth Module Roland XV5050 Synth Module Logic Pro Ableton Live The Whizzer-machine control
MIC PRE/DI	
API 512C Mic Pre (4) Great River MP-2NV Dual Mic Pre	
COMPRESSORS/LIMITERS/EQ	
API 550B EQ (2) Empirical Labs EL8 Distressors (2) Summit TLA-100A Tube Compressor Teletronix LA-2A Tube Compressor/Limiter UREI 1176 Compressor/Limiter (2) UREI LA-4 Compressor/Limiter Drawmer Dual Gate DS201	

STUDIO THREE

Studio Three features the classic Trident 80B Limited Edition 56-input analog recording desk. This studio is a true multi-format environment with the ability to wire-up either a vintage two-inch, 24-track analog tape machine or other full-featured Digidesign Pro Tools | HDX system. A host of classic outboard gear combined with the Trident's wonderfully warm and musical microphone preamps and EQ s provide a natural analog sound with the convenience of digital recording technology to back it up.

CONSOLE	WORKSTATION	
Trident 80B "Limited Edition" 56-Input Recording Console	Apple Mac Pro Late 2013 Pro Tools HDX AVID 16X16 HD I/O AVID 8X8 HD I/O AVID Sync HD Logic Pro Ableton Live	
MONITORING		
Yamaha NS-10M Speakers Mackie HR626 Furman Cue System		
REVERB/DIGITAL EFFECTS		
Lexicon PCM70 Digital Reverb		
COMPRESSORS/LIMITERS/EQ	MACHINES	MIC PRE/DI
DBX 160XT Compressor/Limiter (2) Drawmer DS201 Stereo Gate Summit TLA-100A Tube Compressor UA 1176 Compressor/Limiter (2) UREI LA-4 Compressor/Limiter (2)	HHB CDR-830 BurnIt Plus	
		API 512C Mic Pre (6) Great River MP-2NV Dual Preamp

STUDIO FOUR

While the equipment list for Studio Four may appear to be much less impressive at first glance, in an educational setting, its contents are priceless. Featuring the same compact/affordable Mackie 32x8x2 (32-Channel/8-Buss) console installed in thousands of studios and live sound venues worldwide, an Avid Digi 002-based Pro Tools system, and a collection of outboard processors and effects, Studio Four is not as “hard-wired” as any of our other student environments. In fact, throughout their first term here at IPR, students get hands-on instruction on how to wire this integrated analog and digital studio environment from the ground up.

COMPRESSORS/LIMITERS/EQ	WORKSTATION	MONITORING
Behringer Multicom MDX 2400 Behringer Composer MDX2100	Apple iMac Late 2015 Digi 002 Rack Interface Pro Tools Logic Pro Ableton Live Propellerhead's Reason	M-Audio BX5A Monitors Furman Cue System UREI 6260 Monitor Amp
CONSOLE		REVERBS/DELAY
Mackie 32x8x2 Console		Lexicon PCM 91
MACHINES		
HHB CDR-830 BurnIt Plus		

STUDIO FIVE

Studio Five is a sleek, modern, console-less studio environment. This room features a powerful Pro Tools | HDX system, integrated with a Mackie HR626 5.1 Surround monitoring system, providing great flexibility in both tracking and mixing while maintaining a high-resolution signal path with minimal acoustic obstacles. Digital Audio Workstation display is provided by a ceiling mounted projection system, further limiting interference between the producer/engineer and studio monitors. This room is also great for voice over, sound design, and small tracking sessions.

MONITORING	WORKSTATION	MIC PRE/DI
Mackie HR626 5.1 Monitor System with HRS120 Sub Furman Cue System	Apple Mac Pro Late 2013 Pro Tools/Native AVID HD Omni MOTU MIDI Timepiece	Grace Design M501 Mic Pre Digidesign PRE Eight Channel Preamp Drawmer 1960 Dual Channel Tube Mic Pre/ Compressor API 512c Mic Pre (2)
MACHINES	Logic Pro Ableton Live Native Instruments Komplete	
Samsung DVD-HD841 with SACD	Yamaha M06	
COMPRESSORS/LIMITERS	Roland XV5050 LEIGH 6+4 DVD Audio Interface MPC 4000 EMU Mo Phatt Synth Module	
Chandler Limited Little Devil Compressor		

HD MIX/EDIT SUITES

IPR's HD MIX/Edit Suites are equipped to handle a variety of audio tracking/mixing applications. Each suite includes five incredibly powerful workstations, each located in a sound-isolated control room. During class, these rooms will be used for audio and video software certification and training. Outside of class, however, students may book and use these rooms for a variety of recording, mixing and editing applications.

HD MIX/EDIT 1	HD MIX/EDIT 2	ADDITIONAL EQUIPMENT IN HD MIX/EDIT 2:
Five Pro Tools HD Stations each equipped with: Digidesign D-Command (ICON) Integrated Console Pro Tools HDX System AVID HD Omni Digidesign MIDI I/O Apple MacPro Early 2009 with Cinema display M-Audio Oxygen 8 USB Controller Apple TV	Five Pro Tools HDX Stations each equipped with: Pro Tools HDX System Avid HD OMNI I/O Apple MacPro Early 2009 with Cinema display Pro Tools HD and AVID Media Composer Software Apple TV ADAM Ax7 Monitors M Audio Oxygen 25USB Controller	Panasonic 42" Plasma Monitor Sony Betacam SPBVU-950 Sony DSR-45 Professional DV/MiniDV Tascam DA-98 Black Magic Design Deck Link AJA GEN10 SYNC Generator Ocean Matrix OMX-7021 Video Distributor

COMPUTER LABS

IPR's downtown facility includes 5 computer labs while the Edina Studios house two computer labs, each equipped with a variety of new facility hardware and software to support a variety of desktop-based media arts applications, from interactive media and graphics design, to audio, video and business applications. A mixture of Apple iMac and Microsoft Windows based computers, all featuring Intel Core 2 Duo processors, support many of the same technologies and techniques found in the larger studio environments.

LAB 1		LAB 3		LAB 4	
Sixteen workstations equipped as follows: Apple iMac Early 2009 Adobe Creative Cloud Microsoft Office Professional Apple TV		Eleven workstations equipped as follows: Apple iMac Late 2013 Focusrite Scarlet 2i2 Audio Interface M-Audio Oxygen 49 V3 Keyboard Pro Tools Logic Pro Final Cut Pro Microsoft Office Apple TV Adobe Creative Cloud		Eleven workstations equipped as follows: Apple iMac Late 2013 Focusrite Scarlet 2i2 Audio Interface M-Audio Oxygen 49 V3 Keyboard Pro Tools Logic Pro Ableton Live Native Intruments Reaktor Arturia Moog Modular V 2 Microsoft Office Apple TV	
LAB 5		ADDITIONAL DESIGN/PRINT MEDIA EQUIPMENT			
Eleven workstations equipped as follows: Apple iMac Late 2013 Focusrite Scarlet 2i2 Audio Interface M-Audio Pro Tools Logic Pro Panasonic TV Oxygen 49 Microsoft Office Apple TV Adobe Creative Cloud		Flat Bed Image/Document Scanner Epson High Quality Ink Jet Printer			

MICROPHONE COLLECTION

To say the microphone collection at IPR and Master Mix Studios is impressive would be an understatement. IPR features more than 100 microphones from industry standards, such as the Shure SM57 and Neumann TLM49, to vintage favorites, such as the Neumann U67 and KM84.

VINTAGE/OTHER	AKG	SHURE	DI BOXES
Lawson L251 Audix Drumpack (2) B&K/DPA 4011 (2) Cascade FAT HEAD II Stereo Pair Coles 4038 Ribbon (2) Crown PZM 30D (2) Gefell M1030 Royer R-122 Ribbon (3) Royer SF-24 Stereo Ribbon S.E. SE5500 Samson C01	AKG C1000 AKGC414B-ULS(7) AKGC414B-XLII AKG C418 Mic (2) AKG C451B (2) AKG D112 (3) AKG D12E (2)	Shure 520DX "Green Bullet" Shure Beta 52 (2) Shure Beta 57a (2) Shure Beta 91 Shure Drumpack Shure KSM109 Shure KSM137 Shure KSM141 (2) Shure KSM27 Shure KSM32 (2) Shure KSM44 (4) Shure SM57 (8) Shure SM7B (2) Shure SM81 Shure SM58 (3)	Whirlwind Passive DI (3) Radial Active DI Radial Re-Amp Box (2) Demeter Tube DI (2)
AUDIO TECHNICA	EV	SENNHEISER	NEUMANN
Audio Technica Drumpack Audio Technica AT-4050 Audio Technica AT-8035	EV Cobalt C04 (2) EV RE20 (2) EV RE27	Sennheiser E609 (2) Sennheiser MD421 (5)	Neumann FET47 Neumann KM84 Neumann TLM49 (2) Neumann U67
FIELD RECORDING EQUIPMENT/MICS			
Sound Devices Recorder 744T Sound Devices Mixer 442 Audio Technica AT 8035 Shotgun Mic Sennheiser MKH 70 Shotgun Mic		Schoeps CMC 6-41 Boom Pole	

LIVE LAB 1

Our 7500 square foot live lab is located in our Edina studios, serving as the primary learning center and lab for our Live Sound and Show Production courses. The room is equipped with a variety of multimedia presentation, live sound and lighting equipment, as well as high end projection, modern LED- based stage lighting technology and an HES Hog 4 console, AXON HD media server, Grand MA lighting console, 2 ¼ ton CM Chain hoists, and live sound equipment from Avid, L-Acoustics, Yamaha, Midas, and JBL.

AUDIO	VISUAL DISPLAY	LAB 6
AVID SC48 digital audio console	Christie Roadstar 6000 Lumen Projectors (2)	This 12 station dual monitor PC lab includes the following software: Grand MA Console Hog Console Visualizer 3D
MIDAS Legend 3000 48 channel analog console	Axon HD Media Server	
Yamaha PM400 channel monitor console	Green Hippo Media Server	
L'acoustics "KARA" line array speaker system with SB18 subwoofers	2 ¼ ton CM Chain Hoists	
L'acoustics Hi Q monitor cabinets (4)		
JBL JRX Stage Monitors (4)		

TECH ROOM

The IPR Tech Room is specially equipped with 10 bench-soldering stations, basic electronic testing equipment, and supplies to help service and repair all interconnectors related to live performances. Here, students practice skills related to repairing and building rack projects needed to enhance the portability of live production equipment. These skills are valuable to an industry driven by technology, some of which may see many years of service.

STUDIO & EQUIPMENT – EDINA

STUDIO A		STUDIO B	VIDEO EDIT 1
1,450 square –foot professional-grade sound stage fully equipped with professional grip and lighting gear, including: An extensive collection of stage lights and electrical gear Green screen Dolly and dolly tracks Stands, booms, and jibs Rigging equipment Grip essentials, apple boxes sandbags, camps and clips, etc.		850 square foot production studio fully equipped with professional grip and lighting gear, including: An extensive collection of stage lights and electrical gear Green screen Dolly and dolly tracks Stands, booms, and jibs Rigging equipment Grip essentials, apple boxes sandbags, camps and clips, etc.	Full Edit Station, Dual monitor Mac Pro Mid 2010 loaded with: Adobe Creative Cloud Final Cut X Avid Media Composer Frameforge 3D Avid Pro Tools HD Synchro Arts ReVoice Pro Whisper Room 1 Protocols Station 3 Stations, 1 Dock
LAB 7		LAB 8	SCREENING ROOM
2017 iMac Retina 4k, 21.5 inch, Intel Core i7 lab loaded with: Adobe Creative Cloud Final Cut X Avid Media Composer Frameforge 3D		Late 2013 iMac, 21.5 inch, Intel Core i5 lab loaded with: Adobe Creative Cloud	20 seat video screening room with DVD, Blu-Ray, Apple TV, and internet streaming capabilities.
SET SHOP			
Large workshop for set construction, stage light repair, and equipment maintenance.			



information & policies

Want to learn more about IPR's admissions process, scholarships and financial aid, tuition and fees, student services, accreditation, and more? Turn the page!

REGISTRATION

The Institute of Production and Recording is registered 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.

Minnesota Office of Higher Education
1450 Energy Park Dr., Suite 350
St. Paul, MN 55108
www.ohe.state.mn.us – 651-642-0533

ACCREDITATION

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

OWNERSHIP AND GOVERNANCE

The Institute of Production and Recording, Inc. (IPR) is a Minnesota corporation. Terry L. Myhre, President, is the sole member of the Board of Directors. IPR is owned by the Myhre family.

APPROVAL

The Institute of Production and Recording is approved for participation with the National Council for State Authorization Reciprocity Agreements (NC-SARA).

POLICY STATEMENT

The Institute of Production and Recording has established internal policies in accordance with standard educational practice and federal and accrediting regulations to best serve our students. All internal policies are designed as guidelines to assist the institution to continue to maintain high standards, remain compliant, and to provide opportunities for excellent outcomes for all students. The campus director or his/her designee may, at his/her discretion, make exceptions to policy. However, any exception to established internal policy may not violate local, state, or federal rules, regulations or statutes, and must maintain compliance with accreditation standards.

ADMISSIONS INFORMATION

The Institute of Production and Recording (IPR) offers an equal opportunity in all academic programs and activities, without distinction or discrimination based on race, color, sex, religion, age, gender identity, sexual orientation, nationality, ethnic origin, physical or mental disability, or veteran status.

ADMISSIONS PROCEDURE

Inquiries regarding enrollment at The Institute of Production and Recording should be addressed to the Admissions Office:

Institute of Production and Recording

300 N. 1st Avenue, Suite 100, Minneapolis, MN 55401
612-351-0631
admissions@ipr.edu

A prospective student should schedule an in-person personal interview with an admissions representative or via phone for out of area students. The interview provides an opportunity for students to discuss their interests and to become fully acquainted with the facilities and the courses offered.

Prospective students must complete an online application form in advance of their selected start date. New students must sign off on acknowledgment of Hepatitis A, B, and C information and must provide proof of immunization before the first day of class. The student cannot sit in class without proper documentation. Quarter start dates and new student orientation dates are listed within the calendar. At orientation, new students have an opportunity to meet staff, faculty and students, review resources and support services, find their classes and learn about key policies. They also finalize arrangements for payment of tuition, books, and fees.

LIMITS TO ADMISSION

Broadview Education Consortium (BEC), including The Institute of Production and Recording, is committed to the security and safety of the entire college community. To safeguard the well-being of its campuses, applicants convicted of a predatory offense or offenders required by the courts to register are prohibited from admission to the college. This includes entering upon Broadview Education Consortium property, using any Broadview Education Consortium facility or attending any Broadview Education Consortium event. If warranted by the particular facts, the office of the Chief Executive Officer may modify any aspect of this protocol.

ADMISSIONS REQUIREMENTS

The Institute of Production and Recording admits only students who have high school diplomas or the equivalent (GED or a degree from a postsecondary institution accredited by an accrediting agency recognized by the United States Department of Education) to its degree programs, or have completed studies in accordance with their state educational requirements to be a graduate, and who meet the program admissions standards. All applicants must provide proof of high school diploma or equivalent (GED); those students who are admitted based upon completion of a degree from a postsecondary institution accredited by an accrediting agency recognized by the United States Department of Education must submit official transcripts documenting completion of the degree.

All applicants to an IPR program must:

1. Provide documentation of high school graduation or equivalent (GED). In rare instances, students may not be able to provide documentation of a high school diploma or its equivalent due to issues beyond their control (e.g., loss of records due to fire or flood, inability to obtain records, home schooled students, refugee, etc.). In these rare cases, IPR will use an admissions test reviewed by a qualified, independent, third party to certify the appropriateness of the instrument and required score levels (i.e., equivalent to a high school diploma) in lieu of documentation of a high school diploma or its equivalent. Under these circumstances, the student must sign a statement attesting that he or she in fact obtained a high school diploma or its equivalent and state the reason(s) why documentation of the earned credential cannot be provided.
2. Submit a minimum passing score on one of the following entrance exams: Accuplacer, ACT, or SAT (see below), or provide documentation in English of a completed bachelor's degree.
3. International students must submit appropriate visa documentation and present an official copy of the Test of English as a Foreign Language (TOEFL) report with a minimum score of 500 (paper), 173 (computer) or 61 (Internet) or The International English Language Test System (IELTS) academic version with a score of at least 5.5. The test date must be within two years of the start date.

All first-time degree-seeking students taking online course(s) must successfully complete the Online Readiness Assessment prior to executing the enrollment agreement. Additionally, all first-time students taking an online class must successfully complete the Online Orientation within the student portal before starting their first online class. This orientation will teach students how to use all of the online learning tools within the student learning management system. In order to register for an online course, a student must, at a minimum, have consistent access to the Internet multiple times per week. Some online courses require certain software packages.

It is highly recommended that students own or have access to a computer equipped with these system requirements in order to succeed in online courses:

Internet Connection	Broadband (cable or DSL) 10 Mbps minimum, 20 Mbps recommended
Hardware	Any computer purchased new within 2 years of your start date (computer, laptop, Surface) Minimum Recommended Specs: <ul style="list-style-type: none"> • Processor: Intel i3 or AMD A8 • Memory: 4GB or higher • Storage: 64GB minimum with 20% free space • Must be WiFi capable Note: Kindle Fire, generic tablet are not acceptable devices
Operating System	Microsoft Windows 7 or higher, Windows 10 preferred Apple OS X v10.10 (Yosemite) or higher, OS X v10.11 (El Capitan) preferred
Software	MS Office 2010 or higher (Microsoft Office Professional 2016 is required for some classes). Note: Current versions of MS Office are available to active students for Windows and Mac at no charge. Additional software may be required depending on the class, however, most of the required software is available for students within the student portal at no additional charge We also recommend antivirus software and personal Firewall
Browser	Current versions of Chrome, Internet Explorer, Firefox and/or Safari (OS 10 Only)
Email Capabilities	An email account through the college email system is provided and required
Internet/ Computer Access	Students who do not own a computer must have consistent access multiple times per week to a computer that meets these minimum requirements

ADMISSIONS STANDARDS

Program Requirements

An applicant must satisfy one of (a-e) below:

- Achieve minimum score on the Accuplacer test administered at IPR as indicated for the selected program:

Programs	Reading Comprehension	Sentence Skills	Arithmetic
All degree programs	230	230	205

- Provide documentation of a bachelor's degree granted by an approved institution as described in the Transfer of Credit section of this catalog.
- Provide documentation of a minimum composite score of 21 on the ACT.
 - Effective September 2020, the ACT Superscore will be accepted. Superscore is the process of averaging the best subject scores across English, Reading, Math, and Science from all ACT test attempts.
- Provide documentation of a minimum composite SAT score based on the completed test year:
 - Completed June 2016 to present: Minimum composite SAT score of 1060.
 - Completed between March 2006 and May 2016: Minimum composite SAT score of 1485
 - Completed prior to March 2006: Minimum composite SAT score of 990
- If a student took the CPA exam through The Institute of Production and Recording (IPR), Globe University/Minnesota School of Business (GU/MSB), or Broadview College (BVC; formerly Broadview University) in the past, entrance scores will be honored according to the requirements listed in the catalog at the time of past enrollment. The student may be required to take the Accuplacer exam to determine if additional lab requirements are needed, CM070 Writing Lab and/or NS050 Algebra Lab.

Math, (applicable for students accepted into any program). A student who has successfully completed a college-level mathematics course at an approved institution as described in the Transfer of Credit section of this catalog is exempt from taking the Algebra Lab. A student who scores lower than 250 on the arithmetic component of the Accuplacer will be required to complete NS070 Algebra Lab.

Writing, (applicable for students accepted into any program). A student who has successfully completed a college-level composition course at an approved institution as described in the Transfer of Credit section of this catalog is exempt from taking the Writing Lab. A student who scores lower than 265 on the sentence skills component will be required to complete CM070 Writing Lab.

The Institute of Production and Recording accepts Accuplacer scores from other institutions in cases where students have already taken the required sections of the Accuplacer. Scores must originate from Accuplacer or must come directly from the administering institution(s) to the Institute of Production and Recording.

A prospective student who does not pass one or more portions of the entrance exam may retake the portion(s) of the test the student did not pass. A student may be allowed a third exam only at the discretion of the associate campus director and/or campus director. The student must provide documentation of completion of a rudimentary-level language, reading and/or math class or private tutoring after the second exam attempt and prior to a third attempt. Successful completion includes earning a grade of C or higher, a pass from a pass/fail course, or a letter from an administrator of WorkForce Center, Hub Center, or similar organization stating successful completion of a language, reading, or math workshop or class offered through that organization. A retest request form must be submitted to and approved by the associate campus director/campus director prior to the student taking a third exam. Classes required will be determined by the best score of the 2 (or 3) exam results.

START DATE TRANSFERS

Prospective students wishing to transfer their start date should contact their admissions representative to update their enrollment agreement. They will also need to communicate with a member of the financial aid team to ensure funding is in place for the new start date. Students wishing to delay their start date by more than one year may re-apply. Students must also meet with a member of the admissions or education support team to review program requirements and any curriculum changes that may have occurred since the previous application.

LATE ADMISSIONS

Students may not register for class later than the start of the third day of the quarter unless the first scheduled class meeting takes place after the first day but within the first week of the quarter. Applications received after the third day will be retained on a reserve status for the next class start date. Exceptions may be made at the discretion of the director.

TRANSFER OF CREDIT TO OTHER INSTITUTIONS

The Institute of Production and Recording offers associate and bachelor degree programs. The purpose of these degree offerings is to provide career-specific education and general education credits that will lead to rewarding employment. While it is unlikely that credits will transfer to a state college or university, some institutions will accept IPR credits. Credit transfer is ALWAYS determined at the sole discretion of the receiving institution. IPR cannot provide information on whether outside institutions will accept credits. A student interested in transferring to another college or university should check with that institution prior to enrolling. It is not the mission or the intent of IPR to act as a transfer institution.

DEFINITION OF A CREDIT HOUR

Per Minnesota Office of Higher Education standards, IPR defines a credit hour as follows:

- 1 credit hour equals a minimum of 10 contact hours in a lecture environment
- 1 credit hour equals a minimum of 20 contact hours in a lab environment
- 1 credit hour equals a minimum of 20 hours of approved independent study activity
- 1 credit hour equals a minimum of 30 hours of internship study

CONSORTIUM AGREEMENT

Students enrolled at The Institute of Production and Recording, Broadview College (formerly Broadview University), and Minnesota School of Cosmetology have the option to earn credit for equitable courses taken at any of these institutions. The consortium agreement between these institutions meet the schools' programmatic, local, state, and national licensing and accreditation criteria. These institutions have common ownership and a centralized support system of corporate division personnel provided by the Broadview Education Consortium.

The agreements provide students with the flexibility to take equitable courses from all campus locations, including online coursework, which is administered by a centralized, shared virtual learning environment, and delivered by Broadview University.

Student services, including satisfactory academic progress and financial aid records, will be maintained and monitored by the campus where the student will receive his/ her diploma, certificate, or degree. Each campus will be ultimately responsible for the delivery of its programs and the satisfaction of its students. Students who elect to attend a course at a location other than their home institution (primary attendance location) will have their total tuition and fees charged by their home institution. All financial aid will be awarded and dispersed from the home institution. The home institution is required to deliver at least 50 percent of the overall program and award the appropriate credential to the student.

A copy of the consortium agreement is kept on file at each campus. Students have the right to review and acknowledge the agreement prior to taking courses at other campuses.

FINANCIAL INFORMATION

The school is designated as an eligible institution by the U.S. Department of Education for participation in the following programs:

PRIMARY SOURCES OF FINANCIAL AID AND HOW TO APPLY

Program	Type of Award	Amount Per Year	Application
GIFT AID			
FEDERAL PELL GRANT PROGRAM	Grant based on financial need. The student receives notification of eligibility with receipt of Student Aid Report (SAR), which must list the appropriate school code for determination of amount based on cost and credits.	\$220 to \$6,495	Free Application for Federal Student Aid (FAFSA) form
MINNESOTA GRANT PROGRAM	Grant is based on financial need. Applicant must be an undergraduate student with Minnesota residence. The student must submit FAFSA form with appropriate school code listed for determination of amount of the award, based on cost, credits, and legislative appropriations.	\$100 to \$6,454	Free Application for Federal Student Aid (FAFSA) form and School Financial Form
FEDERAL SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT (SEOG)	Grant is based on financial need and is awarded by the institution. Notification is made approximately four weeks after start date.	\$800 to \$2,400	Free Application for Federal Student Aid (FAFSA) form
LOANS			
FEDERAL DIRECT LOAN/ SUBSIDIZED AND UNSUBSIDIZED*	<p>Federal loan program extended to eligible student upon completing the FAFSA.</p> <p>Long-term, low interest loan (current rate is 3.73%*)</p> <p>Payment deferred until six months after student leaves school or attends less than half time.</p> <p>Need based calculation.</p> <p>*Rates are effective 7/1/2021. Check the website for current interest rates and loan origination fees.</p> <p>https://studentaid.ed.gov/sa/types/loans/subsidized-unsubsidized#how-much</p>	<p>1st year up to \$5,500 (Dependent), \$9,500 (Independent);</p> <p>2nd year up to \$6,500 (Dependent), \$10,500 (Independent);</p> <p>3rd/4th year up to \$7,500 (Dependent), \$12,500 (Independent)</p>	Free Application for Federal Student Aid (FAFSA) form, Master Promissory Note, and Entrance Counseling
FEDERAL DIRECT PARENT LOAN FOR UNDERGRADUATE STUDENTS (PLUS)*	<p>Long-term, low interest loan (current rate is 6.28%*) for parents of dependent undergraduates.</p> <p>Rates are effective 7/1/2021. Check the website for current interest rates and loan origination fees.</p> <p>https://studentaid.ed.gov/sa/types/loans/plus/parent#how-much</p>	Up to cost of attendance minus all other financial assistance	Free Application for Federal Student Aid (FAFSA) form and Federal PLUS Master Promissory Note processed through school and private lender
ALTERNATIVE LOAN PROGRAMS: SEE FINANCIAL AID OFFICE	Supplemental variable or fixed interest rate loans are available. Alternative loans are privately funded and may require a co-signer.	Up to tuition, fees, and book costs (Lender determines amount awarded based on various factors)	Applications processed through third-party loan lender/servicer

See website for current interest rates and loan origination fees:

<https://studentaid.ed.gov/sa/types/loans/interest-rates>

GIFT AID

Gift aid awarded annually based on the fiscal year dates of July 1 through June 30. Financial aid is awarded and credited on a quarterly basis at The Institute of Production & Recording. A student attending in more than one fiscal year period must reapply for financial aid assistance. A student interested in financial aid should schedule an appointment to meet with a financial aid administrator at the campus.

BUYER'S RIGHT TO CANCEL

Enrollment Cancellation and Refund Policy

(This section does not apply to international applicants and students. International applicants and students should refer to the International Student Refund Policy and International Student Deposit and Cancellation Policy sections of this catalog.)

The student will receive a refund of money paid:

1. When a student is not accepted for admission. All tuition, fees, and other charges that have been paid will be refunded. Any student who enrolls in a program of study will receive written notice of acceptance or rejection. The date of acceptance or rejection will be the delivery date of the notice. If the notice is delivered by mail, it will be the postmarked date of the letter.
2. When written notice of cancellation is given within five (5) business days after the day the student is accepted by the school, regardless of whether the student has begun classes. When written notice of cancellation is given prior to the end of the add/drop period of the initial quarter of training, all tuition, course fees, and other charges will be refunded.
3. When a student ceases attendance or provides written notice of cancellation or withdrawal after the start of the quarter, but before completion of sixty (60) percent of the quarter, the amount charged for tuition and fees for the completed portion of the course shall not exceed the prorated portion of the total quarter's charges for tuition and fees arrived at by multiplying the total quarter's charges for tuition and fees by the ratio of the length of the completed portion of the quarter to the total length of the quarter (A refund policy determines the amount of institutional charges that the school has earned and not earned based on the date the student ceases attendance).
4. If the student ceases to attend school after completing sixty (60) percent of the quarter, the student will be charged at one hundred (100) percent of the tuition and fees for the term.

Written notice of cancellation or withdrawal will take place on the date the letter is postmarked, or in a case where the notice is hand carried, it shall occur on the date the notice is delivered to the school.

The reason for a student's cancellation or withdrawal does not affect how the cancellation and refund policy is applied.

Whether or not notification is given, the date of withdrawal is based on the date the student ceased attendance.

The Institute of Production and Recording will mail a notice of cancellation or withdrawal to the student's last known address within ten (10) business days after receiving the notice, and within thirty (30) business days will refund to the student any amounts due the student and cancel any tuition or fees in excess of those due under

the Return of Title IV Funds Policy. If the cancellation or withdrawal was not the intent of the student, the student must contact the school.

A student may be entitled to a refund of equipment and supply costs if the equipment and supplies are in a condition suitable for resale and returned within 20 days of withdrawing. Any student who enrolls in a course may request a copy of the current list of books and prices. The cost of unreturned books or books not suitable for resale may be added to the cost of tuition and deducted from the tuition refund.

The school does not negotiate promissory notes or instruments received as payments of tuition or other charges

The school will not suspend or withdraw a student from class attendance or learning resources during a period of instruction due to an unpaid student account balance unless the student is eligible for a full tuition and fee refund.

MINIMUM TERMS FOR 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 or establish a payment plan with the financial aid department before the first day of class(es) quarterly.

Students whose financial aid is insufficient to cover the total cost of fees, tuition, and books must establish a payment plan prior to the first day of class(es) quarterly.

Student accounts more than five business days past due are subject to a student accounts hold until arrangements are made to bring their accounts current. Students who fail to fulfill the financial arrangements agreed upon may be withdrawn from school and may re-enter only after making full payment of the delinquent portion of their account.

All accounts must be current prior to taking final exams and/or prior to the last scheduled class session, unless other arrangements have received prior approval. Student accounts that are more than ninety (90) days past due may be sent to a collection agency.

A fee of \$30 will be charged for each returned check. A second returned check will result in the requirement that future payments can only be made by credit card or money order.

Students using Ch31 or Ch33 and waiting for the VA to make tuition and fee payments will not be penalized provided the student furnishes the campus with a certificate of eligibility for entitlement to educational assistance under Chapter 31 or Chapter 33 no later than the first day a covered student starts his/her program. Students will continue to have access to classrooms, the library, and school facilities and resources. Students do not need to borrow money to cover costs while waiting for payment, and students will not be charged a late fee or penalty. If a student using Ch31 or Ch33 has received VA funds on their account and then decides to

change their schedule or the student's status changes to inactive/withdrawn/expulsion, the school will refund the overpayment, or balance, owed back to the VA. The student is responsible for any remaining balance owed on their school account.

DEFINITION OF A STUDENT

Under Minnesota State law, the word student means the student if the student is a party to the contract, or the student's parent, guardian or other person if the parent, guardian or other person is a party to the contract on behalf of the student.

INTERNATIONAL STUDENT INFORMATION

Enrollment

The institution is authorized under federal law to enroll non-immigrant alien students. Upon receipt of the student's completed application and appropriate fees, the school will immediately advise the student of the acceptance status.

If the applicant is accepted, the school will supply the necessary form to be presented to the American Consular Office at the time of and F-1 visa application. If an F-1 visa is denied, all monies will be refunded. The enrollment agreement should be forwarded to the school at least ninety (90) days in advance of the selected starting date.

It is unlikely that the immigration authorities will grant permission for international students to work at a part-time job during the training period. Therefore, international students should have sufficient funds available to cover both tuition and living costs. International applicants are required to meet all entrance requirements and may require campus director approval.

Financial Assistance

Some international students may be eligible for Title IV student aid programs. A student must be one of the following to be eligible:

- U.S. Citizen or national (American Samoa or Swain's Island)*
- Legal permanent resident of the United States
- Eligible non-citizen in one of the following categories:
 - A conditional permanent resident with an I-551 C
 - A non-citizen with an I-94 stamped Refugee, Asylum Granted, Indefinite Parole, Humanitarian Parole, or Cuban-Haitian Entrant

*The student must provide USCIS documents to the financial aid department.

A student who is not in one of the above categories must have one of the following documents from the United States Citizenship and Immigration Service (USCIS), an agency within the Department of Homeland Security (DHS):

- I-94 Arrival-Departure Record with an appropriate endorsement
- Official documentation that the student has been granted asylum in the United States
- Other proof from USCIS that the student is in the United States for other than a temporary purpose

A student who is in one of those three categories should check with the financial aid administrator, who can advise the student of eligibility.

International Student Deposit and Cancellation Policy

Upon acceptance to the school a \$200 tuition deposit fee is due. The \$200 non-refundable deposit is required of all international students unless they have permanent US residency. The deposit will be applied to the student's first quarter tuition (as described in the International Student Tuition section of this catalog). The deposit is fully refundable provided the student notifies the school of cancellation within the first week of attendance

International Student Refund Policy

When an international student withdraws or is expelled from the school at any time during his or her first quarter of attendance, the student's first quarter tuition will be retained in full by the school and will not be refunded. Beginning with an international student's second quarter of enrollment, when the international student withdraws or is expelled from school before completing 60 percent of the quarter, the amount charged for tuition and fees is prorated based on the percentage of the quarter completed by the student at the time of withdrawal or termination compared to the total length of the quarter. When an international student withdraws from or is expelled from school at or after 60 percent completion of the quarter, the student will be charged 100 percent of the quarter's tuition and fees. The percentage of the quarter completed by the international student is determined by the last date of attendance. Refunds of Title IV funding for any international student who is eligible for and receiving Title IV funds shall be calculated in the same manner as for non-international students, regardless of the quarter in which the international student is enrolled.

Refunds will be made within 30 days of the earlier of the student's written notification of withdrawal to the school or the date that the school determines that the student is no longer enrolled (after 14 consecutive calendar days of absence).

RETURN OF TITLE IV FUNDS

The Return of Title IV Funds Policy applies to any student who receives Title IV funding and withdraws. The official withdrawal process is defined as occurring when a student notifies, in written or oral form, the education coordinator or financial aid department of his/her intent to withdraw. Whether it is an official withdrawal or unofficial withdrawal, no notification is given or the student did not begin the withdrawal process, the school will determine the date of withdrawal as the date the student ceased attendance. The Return of Title IV formula determines the amount of Title IV funds a student has earned at the time the student ceases attendance and the amount of Title IV funds a student must return. Refunds will be made to the federal programs within 45 days of the date of determination (14 days from the last date of attendance).

The amount of Title IV funds earned by a student is based on the calendar days from the term start through the last date of attendance. The amount of Title IV funds a student earns is a proportional calculation based on the amount of time the student attends school through sixty (60) percent of the quarter. If a student ceases to attend school after sixty (60) percent in the quarter, the student earns one hundred (100) percent of the Title IV funds. If the amounts of Title IV grant or loan funds disbursed to the student is greater than the amount a student earned, unearned funds must be returned. If the amount of funds was less than the amount the student earned, the student may be eligible to receive a post-withdrawal disbursement in the amount of the earned aid not received, but otherwise earned.

If it is determined that unearned Title IV funds must be returned, the responsibility is shared between the school and the student. If the financial aid funds earned don't cover the student's charges for that term, the student will be billed. If the financial aid funds exceed the amount earned, the institution will follow the distribution policy described below.

RETURN OF TITLE IV FUNDS DISTRIBUTION POLICY

In accordance with 34 C.F.R. 688.22(i), Return of Title IV Funds will be distributed in the following order:

- 1 Unsubsidized Federal Direct Stafford Loans
- 2 Subsidized Federal Direct Stafford Loans
- 3 Federal Direct Plus Loans
- 4 Federal Pell Grants
- 5 Iraq and Afghanistan Service Grants
- 6 Federal SEOG Program
- 7 Other Title IV grant or loan assistance

Minnesota state financial aid refunds are calculated based on the Minnesota Office of Higher Education Refund Policy, Appendix 13 Refund Calculation Worksheet of the Minnesota State Grant Manual.

The return of non-Title IV funds will be distributed in the following order:

- 1 State Grant-Proportionally
- 2 Non-federal alternative loans
- 3 Other outside sources

Any excess funds after the distribution policy has been applied belong to the student.

POST-WITHDRAWAL DISBURSEMENT (PWD)

A PWD is due when the amount of Title IV aid earned is greater than the amount of Title IV aid disbursed. The actual amount of the PWD is the difference between the amount of Title IV aid earned and the amount of Title IV aid disbursed.

If outstanding charges exist on the student's account, the college may credit the student's account with all or a portion of the PWD. However, if Title IV loan funds are used to credit the student's account, the college must first notify the student/parent and provide the opportunity to cancel all or a portion of the loan.

Any amount of a PWD that is not credited to the student's account must be offered to the student within 30 days of the date that the college determined that the student withdrew. The offer must be made in writing and will also notify the student that no PWD will be made if the student does not respond within 14 days of the date that the college sent the notification. Students will be informed that they may accept or decline some or all of the PWD that is not credited to their accounts.

If the student responds within 14 days, the PWD funds will be disbursed as soon as possible, but no later than 120 days from the date that the college determined that the student withdrew.

If the student responds late (after 14 days have passed, but prior to the 120-day deadline), the college may choose to make the PWD at its own discretion, depending on the circumstances. The student is reminded that the college has no obligation to make a PWD after the 14-day timeframe.

TITLE IV VERIFICATION POLICY

If a student's financial aid application is selected for review in a process called verification, the school is required to collect certain documents and adhere to deadlines for processing the application.

Once the student has submitted the required documentation to the financial aid office, the financial aid administrator will make the appropriate corrections to the application information and submit it to the central processing system. If, as a result of verification, the applicant's Title IV eligibility changes, the financial aid administrator will notify the student via a new award letter and in-person consultation (if possible) of the student's new Title IV eligibility.

IPR requires the following from an applicant selected for verification:

Dependent Applicant

- Dependent Verification Worksheet
- Copy of student's and parents' federal 1040, 1040A, or 1040EZ official tax transcript (if filed)
- Copy of student's federal 1040 official tax transcript (if filed)
- W-2 forms for non-tax filers and if separation of income is necessary
- If a student/parent did not use the IRS data retrieval process or used the process but changed data after it was retrieved, they must provide a copy of their tax transcript provided by the IRS.

Independent Applicant

- Independent Verification Worksheet
- Copy of student's federal 1040, 1040A, or 1040EZ official tax transcript (if filed)
- If married, copy of spouse's and student's federal 1040, 1040A, or 1040EZ official tax transcript (if filed)
- If a student didn't use the IRS data retrieval process or used the process but changed data after it was retrieved, the student must provide a copy of their tax transcript provided by the IRS
- W-2 forms for non-tax filers and if separation of income is necessary

The deadline for submitting verification documents is the earlier of 30 days after the last day of attendance or 30 days after the last day of the award year. If an applicant fails to submit the required documents to verify the data by the deadline, no Title IV awards can be made to the student and any Title IV funds disbursed in the award year are immediately refunded by the school which may cause the student to owe money to the school.

SCHOLARSHIPS

ACADEMIC MERIT SCHOLARSHIP

Qualifying candidates who apply for admission to the Institute of Production and Recording are eligible for the academic merit scholarship which will be dispersed in the second term of enrollment.

Eligibility Criteria

\$3,000 Scholarship

- High school CGPA of 3.9 or higher
- ACT score of 30 or higher or SAT composite math and reading score of 890 or higher

\$2,000 Scholarship

- High school CGPA of 3.5 or higher
- ACT score of 26 or higher or SAT composite math and reading score of 790 or higher

\$1,000 Scholarship

- High school CGPA of 3.25 or higher
- ACT score of 24 or higher or SAT composite math and reading score of 730 or higher

Eligibility Criteria and Application Guidelines

1. Students must complete an application, available in the financial aid office.
2. The registrar and/or associate campus director will verify that the student has met the criteria for the award. Award will be posted to the student's account.
3. The financial aid and business office will post the award to the student's account in the second term of enrollment.

BUSINESS ALLIANCE SCHOLARSHIP

The Institute of Production and Recording realizes the important role the business community plays in a successful economy and the global competitiveness that is critical to the growth of our workforce. Partnerships that promote visions for improving the workforce and thereby improve the economy are integral to IPR's mission. In order to form strong partnerships for building a globally competitive workforce, IPR offers the Business Alliance Scholarship. Eligible students are currently employed by businesses that have taken the necessary steps to become approved IPR Business Alliance partners and who are enrolled in an IPR degree program.

Scholarship Recipient Criteria

A student currently employed by an approved Business Alliance partner will be required to show proof of employment at the time of enrollment and each academic year thereafter.

Application materials must be submitted to the financial aid office.

Awards

- 1 to 4 credits - \$200 per quarter
- 5 to 8 credits - \$375 per quarter
- 9 to 15 credits - \$500 per quarter
- 16 credits and above - \$625 per quarter

COMMUNITY SERVICE SCHOLARSHIP

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

Award Amount: \$2,000 Maximum Annually **Eligibility and Award Guidelines**

An applicant must:

1. Be a continuing student by having completed at least one term at IPR.
2. Not be in arrears with financial aid or have an outstanding balance with IPR.
3. Maintain a GPA of 3.0 or higher.
4. Be enrolled in a minimum of 12 credits per term for APLS and FSD programs, and 15 credits per term for APE, DVMP, LSSP, SDVM and BFA DVMP.
5. Provide, as a scholarship application, a minimum of a two-page written summary of community service activity performed within the prior three months. Application materials must be submitted to the financial aid office.
6. The community service activity must consist of at least 40 contact hours.
7. Awards are forfeited if academic progress and attendance do not meet guidelines.
8. Students receiving the scholarship are eligible for one community service scholarship per year.
9. Students receiving the scholarship may blog/journal their service experiences and share them with IPR.
10. Students receiving the scholarship agree to let IPR promote their community service involvement.
11. Award amounts are designated for tuition only and are divided in $\frac{1}{4}$ increments.

Selection Criteria

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 eight will be considered for the scholarship beginning the following quarter.

DIRECTOR'S ACADEMIC SCHOLARSHIP (FOR GRADUATING SENIORS)

For students who are graduating high school seniors.

Qualifier: Wonderlic SLE **Scholarship**

Qualification Standards

If you score:	You will be awarded:
12-14	\$500
15-17	\$1,000
18-21	\$1,500
22-27	\$2,000
28-30	\$2,500
31+	\$5,000

Eligibility Guidelines

1. The applicant must be a current year graduating high school senior, or equivalent if attending an alternative learning center and/or homeschooling.
2. The applicant must take the test on one of the official testing dates published in the admissions department.
3. A student can only take the test one time.
4. Students may take the test prior to enrollment but need to enroll prior to the fall quarter following their senior year.
5. A recipient will be notified of the award in writing within two weeks after testing.
6. Award amounts are designated for tuition only and are divided in $\frac{1}{4}$ increments.
7. All funds are paid directly to the college.
8. The student must begin attending IPR by the Fall quarter immediately following the student's 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. A student who attends a religious mission is allowed to start classes the first quarter following his/her return. Prior to leaving on the mission, the student must provide a verification letter from the religious institution indicating the start and end dates of the mission.
9. The student must carry a minimum of twelve credits to be eligible for the 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.

BEC MATCHING SCHOLARSHIP

Broadview Education Consortium (BEC) wants to encourage and reward students for finding outside scholarships and grants to help fund their educational expenses. Outside scholarships help reduce future indebtedness. Therefore, BEC has established a matching scholarship for outside scholarships and grants.

Award Amount: \$1,000 maximum per academic year (from initial quarter of awarded scholarship)

Eligibility and Award Guidelines

1. There is no deadline.
2. Anytime a student secures an eligible scholarship or grant and funds are applied to the student's account, BEC will match it. BEC will match multiple scholarships and grants during an academic year, but the total amount of the BEC Matching Scholarship will not exceed \$1,000 per academic year. This match may require an adjustment to the student's financial aid package. If an adjustment must take place, loans will be reduced first.
3. If the outside scholarship is incremental, the BEC Matching will also be incremental. For example, if the outside scholarship covers two quarters the BEC Matching will be disbursed evenly into the same two quarters.
4. No essay or application will be required. The BEC Matching Scholarship will simply match any outside eligible scholarships that the student can secure. The financial aid office at the student's home campus will automatically match the outside scholarships.
5. This BEC Matching Scholarship will be recurring as long as the outside scholarship is recurring or until \$1,000 match has been reached each academic year.
6. The scholarship will be completely refunded if the student withdraws completely from the college during the term it is applied. This means that a student who fully withdraws will have the scholarship eliminated from their ledger, which may result in the student owing additional funds to the college.
7. All funds will be paid directly to the college to cover educational expenses or will be used to reduce the student's loans.
8. The BEC Matching Scholarship will not match federal funding, state funding, military funding, employer tuition reimbursement, or family payments or any Institute of Production and Recording, Globe University/Minnesota School of Business, Broadview College (formerly Broadview University), or Minnesota School of Cosmetology scholarship program.
9. Students must be enrolled in an approved IPR program.
10. Students must be enrolled in a minimum of 12 credits to be eligible per quarter.

HIGH SCHOOL ADVANTAGE

For students who are currently attending, active high school juniors or seniors.

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 junior or senior enrolled in an associate or bachelor degree program is eligible for the High School Advantage Scholarship to help cover the costs of tuition for one course up to \$2000 and may be used for up to seven terms, while meeting all other eligibility requirements.

Award Amount: Up to \$2000 per quarter in addition to the cost of books and fees

Eligibility and Award Guidelines

1. An eligible applicant must be a current year attending high school junior or graduating high school senior. Graduating high school senior is defined as either:
 - (a) actively attending in their senior year, or
 - (b) attended and graduated within the current or most recently completed school year.

For instance, an applicant who is a high school senior in fall 2018 has eligibility for the High School Advantage Scholarship through summer 2019 for a total of four terms. A high school junior in fall 2018 has eligibility for High School Advantage Scholarship through spring 2020 for a total not to exceed 7 terms.
2. The student must be enrolled in an associate or bachelor degree program.
3. An applicant must satisfy the Admissions Standards as outlined in the student catalog prior to beginning the High School Scholarship program.
4. A signed high school principal acknowledgement (provided by the admissions department) is required for juniors indicating agreement from the eligible applicant's high school they attend to accept credits earned at The Institute of Production and Recording to be applied as dual credits toward the eligible applicant's high school credits earned and is required to be on record until they enter their senior year.
5. The student must have a high school cumulative grade point average of 2.5. If a student's cumulative GPA is lower than 2.5, but their most recent term of attendance meets or exceeds 2.5, they may appeal for participation in the program. Their appeal should include a written statement from the high school counselor or principal supporting the student's participation and attesting to their confidence in the student's ability to be successful.
6. 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.
7. Only courses required in the student's program of enrollment will be eligible for the scholarship.
8. The student will be responsible for any additional costs of course resources and/ or applicable fees associated with the specific course that the scholarship award does not cover.
9. The scholarship will only be applied up to \$2000 per quarter and cannot be used to cover costs outside of institutional charges. It cannot be used to create a stipend for the student. The student must begin attending IPR as a degree- seeking student in the summer or fall quarter immediately following the student's senior year.

A student who graduates from high school in the spring and begins classes toward their degree-seeking enrollment in the summer quarter immediately following graduation may use the scholarship during that quarter if the seven term maximum has not been met. A student graduating early in the senior year that chooses to start classes in winter or spring can also take advantage of the scholarship program through summer quarter immediately following the student's senior year provided the seven term maximum has not been met. A student taking advantage of the early entrance start date will receive the scholarship during that quarter provided the student carries a minimum of 12 quarter-hour credits and maintains satisfactory academic progress.

10. 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. A student who attends a religious mission is allowed to start classes the first quarter following his/her return. Prior to leaving on the mission, the student must provide a verification letter from the religious institution indicating the start and end dates of the mission.
11. A student who withdraws or fails a course while enrolled under the High School Advantage program must successfully appeal in writing to the academic services department for continued enrollment under the program.
12. While in the High School Advantage program, a student will remain in a non-degree seeking status, will not be considered a degree-seeking student and will not be eligible to participate in financial aid.

IPR GRADUATE SCHOLARSHIPS (FOR RETURNING STUDENTS)

IPR graduates qualify for a scholarship applicable toward a new IPR degree program, available via application and dispersed in a student's first term of the new enrollment:

Award Amounts

- IPR A.A.S. graduates earn \$2,000 toward an additional degree
- IPR A.A.S. graduates with a 3.5 CGPA or higher earn \$3,000 toward an additional degree

Eligibility Criteria and Application Guidelines

- a. Students must complete an application, available in the registrar's office.
- b. The associate campus director and/or campus director will 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.
- c. The financial aid and business office will post the award to the student's account in the first term of the new enrollment.

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 a scholarship for \$100 to assist in the cost of the course. 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 for qualified military personnel who are registered for 6 credits or more and making satisfactory academic progress. We also provide the discount to military personnel's spouse and dependents that are registered for 12 or more credits and making satisfactory academic progress. If an undergraduate student falls below the credit requirement, the awarded will be forfeited at that time. The credit minimum requirement is only appealable for 3+ credits, assuming student meets appeal requirements and is approved by the campus.

Scholarship is effective the date the application is completed and is not retroactive. 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 on the receiving student's account.

Award Amount: \$480

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

- Veterans honorably discharged
- Active Duty and Active Reserve/National Guard and their spouse/dependents enrolled in Nursing and graduate degree programs
- Spouse/dependents of spouse/domestic partner or dependents of veterans

Applications are available at <http://www.ipr.edu/>

The academic services 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 transferring college credit for military training and occupational experience.

*Documentation with DD214 is required for veterans unless they are currently receiving funds from a Federal Veteran's Education Program with the school. These programs include, Chapter 33-Post 9/11 Bill, Chapter 30-Montgomery GI-Bill®, Chapter 31- Vocational Rehabilitation, 1606-REAP, 1607-Selected Reserve, VEAP, and Federal Tuition Assistance. Spouse/domestic partner or 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 only receive the Military Scholarship as a dependent of the qualifying military personnel if the student is considered a dependent of that person based on the U.S. Department of Education's Title IV determination of the dependency status.

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

PRESIDENT'S SCHOLARSHIP (FOR GRADUATING SENIORS)

For students who are graduating high school 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 in the following chart:

	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 prior to April 1 of his or her senior year to be eligible.
2. Eligible applicants must be current year graduating high school 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 by the 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. A student who attends a religious mission is allowed to start classes the first quarter following his/her return. Prior to leaving on the mission, the student must provide a verification letter from the religious institution indicating the start and end dates of the mission.

7. The student must carry a minimum of 12 credits to be eligible for the 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. More information about the scholarship and application can be obtained by contacting the Admissions department. A completed application must be on file to be eligible for the scholarship.
10. Students lose eligibility if their enrollment application is cancelled, either by the student or the college. Eligibility may be re-established if the student re-applies for enrollment and begins classes by the Fall quarter immediately following their high school graduation.

PROFESSIONAL CERTIFICATION SCHOLARSHIP

The Institute of Production & Recording encourages students to seek professional certifications in their fields. The school offers Professional Certification Scholarships that reimburse students for certification examination fees.

Professional Exam	Maximum Value
Certifications as approved by the program director and associate campus director.	\$300.00

Guidelines

- 1) The applicant must be:
 - A current student in good standing and enrolled in at least six quarter-hour credits.
 - Enrolled in the relevant program for the desired professional exam.
 - Currently enrolled in, or have successfully completed, the qualifying course for each professional exam as listed above. If a specific course and certification are not listed, the applicant must have approval from the campus program director and academic dean.
- 2) Students may apply multiple times for professional certification scholarships. However, a student may be awarded a professional certification scholarship only twice during his/her enrollment at a Broadview Education Consortium member school.
- 3) Applications are due no earlier than the first day of the quarter and no later than Monday of the third week of the quarter.
- 4) Recipients will be notified in writing by the beginning of the sixth week of the quarter.
- 5) The professional certification exam must be taken within nine months of the date on the scholarship award letter.

Selection Criteria

Scholarship recipients will be selected by an IPR faculty committed based on:

- 1) Scholarship
- 2) A personal statement of career goals (500 words or less) that addresses the following:
 - Specific career goals
 - How the certification will enhance the student's career
 - How the student will use the experience and knowledge gained from IPR in his/her career
 - Plans for continuing education
- 3) Faculty recommendation

Payment

The scholarship covers the fees for taking each professional certification exam up to the maximum amount listed in the chart. Each student can receive only one Professional Certification Scholarship per certification type.

Scholarship recipients will receive reimbursement by an account balance adjustment for test fees upon submission of:

- Payment verification for test fee, and
- Confirmation of scheduled test date

More information about the scholarship and application can be obtained by contacting the Financial Aid department.

STUDENT ENGAGEMENT SCHOLARSHIP

IPR is dedicated to increasing student access to IPR programs and to making programs affordable. We will be offering students a scholarship for up to \$2500/term to support their ability to start a program at IPR and to see them through program completion.

Scholarship Award

Scholarship up to \$2500 per quarter

Scholarship Awarded to incoming IPR students

Scholarship Description & Criteria

- Full-time enrollment in an IPR program (12 or more credits for APLS and FSD, or 15 or more credits for APE, DVMP, LSSP, SDVM and BFA DVMP programs).
- Students must demonstrate need and commitment to scholarly advancement and service. The financial aid manager will determine eligibility. Students must apply for a Parent PLUS and/or Alternative loan to be considered.
- To continue award eligibility, students must maintain Satisfactory Academic Progress standards.

- Student must engage in a minimum of 8 hours of campus and/or community engagement per quarter to retain scholarship eligibility. This can include but is not limited to campus community event promotion, participation in student event support, administrative support, assistance with new student orientation, administrative/front desk support. It is the student's responsibility to meet with their designated advisor to approve and track service hours.

Application Process

- Financial aid department confirms financial need and provides student with scholarship application.
- Student will write a brief essay addressing the following:
 - Reason for attending IPR
 - Professional benefit of the program
 - Identify any obstacles or potential barriers and means to address them

*Essay should be no more than 2 pages, double-spaced and should be free of errors.

Students should submit their application and essay to the financial aid department. Essays will be reviewed by both the admissions director and a member of the financial aid team.

Award amounts are designated for tuition only. Scholarship awards will be dispersed during week 8 of the quarter. Students who withdraw from school prior to week 8 may be responsible for their remaining balance if it is not covered by other funding sources.

THE BRAND LAB SCHOLARSHIP

The Brand Lab Scholarship is a \$2000 annual scholarship awarded to students who have participated in The Brand Lab and are enrolled in an associate or bachelor's program at IPR.

Award Amount: \$2,000 Annually

Eligibility and Award Guidelines:

- Active student in one of IPR's associate or bachelor's degree programs.
- Maintain a GPA of 2.0 or higher.
- Be enrolled in 12 or more credits. Exceptions could apply to students in the final two quarters of the student's program.
- Award amounts are designated for tuition, books, and fees and are divided into ¼ increments. In the event the scholarship is awarded with fewer than 4 remaining quarters, the award amount should be dispersed through the remaining quarters.

TUITION & FEES

(Effective July 1, 2019)

Students are responsible for paying their quarterly program costs (including tuition, laboratory fees, books, and supplies). Most students use a combination of financial aid and make payments. There are no extra costs (such as interest or fees) for choosing to make three equal payments. **A fee of \$30 will be charged for each returned check.** A second returned check could result in the requirement that future payments can only be made by credit card or money order.

Tuition for a quarter is based on the number of credits for which the student is enrolled at the end of the drop period. Tuition and fees are subject to change.

A.A.S. AUDIO PRODUCTION AND LIVE SOUND

Tuition: \$435 per credit

92 credit minimum (1,320 clock hours) = \$40,020 total¹

Lab fees: \$995 per quarter (access to all labs and studios, includes one-time fee for professional studio headphones and portable hard drive)

Full-time Students (7 QUARTERS, 21 MONTHS²):

Approximate cost of books and supplies (will vary depending on electives chosen):
\$450 per quarter

A.A.S. FILM AND SOUND DESIGN

Tuition: \$435 per credit

92 credit minimum (1,270 clock hours) = \$40,020 total¹

Lab fees: \$995 per quarter (access to all labs, studios, and thesis equipment rental, includes one-time fee for camera kit, professional studio headphones, and portable hard drive)

Full-time Students (7 QUARTERS, 21 MONTHS²):

Approximate cost of books and supplies (will vary depending on electives chosen):
\$450 per quarter

A.A.S. VIDEO EDITING AND MOTION GRAPHICS

Tuition: \$435 per credit

92 credit minimum (1,260 clock hours) = \$40,020 total¹

Additional fee: There is a one-time \$1,300 laptop fee in the first term of enrollment.

Full-time Students (7 QUARTERS, 21 MONTHS²):

Approximate cost of books and supplies (will vary depending on electives chosen):
\$450 per quarter

B.F.A. DIGITAL VIDEO AND MEDIA PRODUCTION

Tuition: Students attending 15 credits or more will be charged a tuition rate of \$410 per credit. Students attending between 1 and 14 credits will be charged a tuition rate of \$475 per credit.

180 credit minimum (2,380 clock hours) = \$73,800 total¹

Additional fees: There is a one-time \$975 camera kit fee and \$100 portable hard drive fee in the first term of enrollment (these are optional fees if equipment is already owned).

Full-time Students (12 QUARTERS, 36 MONTHS²):

Approximate cost of course fees: Fees vary from \$100 to \$500 per course.

Part-time Students (24 QUARTERS, 72 MONTHS²):

Approximate cost of course fees: Fees vary from \$100 to \$500 per course.

SINGLE SUBJECT ENROLLMENT (1 QUARTER, 3 MONTHS)

Tuition: \$435 per credit

Total tuition will vary depending on course(s) chosen

Lab fees: \$995 per quarter (access to all labs and studios, includes one-time fee for professional studio headphones and portable hard drive)

Approximate cost of books and supplies (will vary depending on course(s) chosen):
\$200 per quarter

Tuition and lab fees are reviewed annually and changes are made effective each summer (July/August) term. Revised tuition rates are typically published in the school catalog and/or catalog addendum six to nine months in advance of the effective date.

¹Total program cost may vary depending on selection of classes and number of credits taken each term. If specialization, capstone area, or general education electives chosen are worth more than the minimum total credits required, or additional technical or certification courses are selected, appropriate charges per credit will be assessed. The total cost of the degree is based upon a student taking 14 or more credits each term and will vary based upon electives chosen by the student.

²Completion length may vary depending on need for preparatory classes, failure to pass required course(s), choosing to take additional electives, and/or averaging less than 15 to 17 credits per quarter.

INTERNATIONAL STUDENT TUITION

The international student tuition rate for all F-1 Visa holders is \$560 per quarter-hour credit. As of January 1, 2014, the non-international student tuition rates apply for all international students who do not require an I-20 or hold an F-1 Visa. All international students making application to IPR will be required to pay the first quarter tuition prior to starting classes. Students will be billed for books, fees and future tuition as incurred. International students enrolled for associate degree programs must provide proof (bank statement) of access to funds in excess of one year's international tuition and indirect educational expenses (\$39,156 US). For purposes of this calculation, an academic year is defined as nine months. International applicants and students should also carefully read the International Student Refund Policy and the International Student Deposit and Cancellation Policy sections of this catalog prior to applying to or withdrawing from the school.

STUDENT TUITION RECOVERY FUND (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the Fund STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

ACADEMICS

MANAGEMENT OF STUDENT RECORDS

Once a student begins classes at IPR, the academic services department maintains all students' electronic and permanent records. All personal information (address, phone number, disclosure consent) must be updated with a member of the academic services team.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

- 1 The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access. The student, or in the case of the student being a minor, the parent, should submit to the academic services department or other appropriate official, written requests that identify the record(s) they wish to inspect. The institution will make arrangements for access and notify the student of the time and place where the records may be inspected.
- 2 The right to request amendment of the student's education records that the student believes are inaccurate or misleading. When asking the institution to amend a record that the student believes is inaccurate or misleading, the student should write the school director, clearly identify the part of the record the student wants changed and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided to the student along with notification of the right to a hearing.
- 3 The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Exceptions to consent of disclosure include the following:
 - Disclosure to officials with legitimate educational interests: A school official is a person employed by the institution in an administrative, supervisory, academic, research, or support staff position; a person or company with whom the institution has contracted (such as an accrediting body, attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- Disclosure, without the written consent or knowledge of the student or parent, of personally identifiable information from the student's education records to the Attorney General of the United States or to the Attorney General's designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specified in sections 2332b(g)(5)(B) and 2331 of title 18, U.S. Code. The institution is not required to record the disclosure of such information in the student's file. Further, if the institution has provided this information in good faith in compliance with an ex parte order issued under the amendment, it is not liable to any person for the disclosure of information.
 - Disclosure, without the written consent or knowledge of the student or parent, of information from a student's education records in order to comply with a lawfully issued subpoena or court order in the following three contexts:
 - Grand Jury Subpoena: The institution may disclose education records to the entity or persons designated in a federal grand jury subpoena. In addition, the court may order the institution not to disclose to anyone the existence or context of the subpoena or the institution's response.
 - Law Enforcement Subpoena: The institution may disclose education records to the entity or persons designated in any other subpoena issued for a law enforcement purpose. As with federal grand jury subpoenas, the issuing court or agency may, for good cause shown, order the institution not to disclose to anyone the existence or contents of the subpoena or the institution's response. Notification requirements and recordation requirements do not apply.
 - All Other Subpoenas: The institution may disclose information pursuant to any other court order or lawfully issued subpoena only if the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or student may seek protective action. The institution will record all requests for information from a standard court order or subpoena.
 - Disclosure, without the written consent or knowledge of the student or parent, of information in education records to "appropriate parties in connection with an emergency, if knowledge of the information is necessary to protect the health and safety of the student or other individuals." Imminent danger to student or others must be present.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the office that administers FERPA is the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue Southwest, Washington, DC 20202-4605.

DIRECTORY INFORMATION

Directory information is that information which may be unconditionally released without the consent of the student unless the student has specifically requested that the information not be released. The institution requires that such requests be made in writing to the campus director within 15 days after the student starts classes.

The following items are maintained in all student files:

- Information to support evidence of admissions requirements, including entrance or placement examination test scores; attestation statement; signed enrollment agreement and arbitration agreement; and evidence of a personal interview with admissions.
- Any test-outs, transcripts, and/or supporting documents to support the application of advanced standing credit, transfer credits, and/or prior learning assessment.
- Any status change forms to support a change from the original enrollment agreement and/or to indicate date and reason of completion or termination of active student status.
- Registration forms where applicable.
- Other information pertinent to the student's education, contact information, and permanent student file.
- Student financial aid documents including ISIR, FAFSA, school application, and promissory notes.
- All verification documentation (taxes, worksheets, earnings records, etc.), professional judgment materials, student authorizations, scholarship applications, entrance and exit documents, and/or materials to support fund source payments.
- Record of any student grievance and subsequent resolution.

After a period of five years from the student's last date of attendance, the file may be purged. The following information will be electronically maintained for a minimum of 50 years:

- Student transcript (showing dates of attendance and all grades received)
- Student ledger card (showing all charges and payments made by or on behalf of the student)

Directory information includes the student's name; date of birth; address and e-mail address; course of study; extracurricular activities; degrees and awards received; last school attended; dean's list or equivalent; attendance status (fulltime or part-time); and dates of attendance (the period of time a student attends or attended the college not to include specific daily records of attendance).

A student may restrict the release of directory information except to school officials with legitimate educational interests and others as outlined above. To do so, the student must make the request in writing to:

The Institute of Production and Recording
Education Department
300 North 1st Avenue, Suite 100
Minneapolis, MN 55401

ADVANCED STANDING TESTS

Credit may be awarded for demonstrated proficiency in a subject. Advanced standing test-outs may be arranged through the academic services department 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 test-outs taken for previously completed classes whose credits have expired (see Expiry of Credits section).

TRANSFER OF CREDITS

The evaluation of transfer credit from other institutions to the Institute of Production and Recording involves the following considerations:

- The educational quality of the institution from which the student transfers.
- The appropriateness and applicability of the credit earned to the student's program at IPR in light of the student's educational goals.
- The requirement that a minimum of 25 percent of total program credits must be completed at IPR in all associate degree programs.

Approved Institutions

Credits for successfully completed courses at institutions accredited by agencies recognized by the U.S. Department of Education, or in some cases institutions recognized through state regulatory bodies or recognized International institutions, may be transferred upon the approval of the designated school official at the receiving institution.

A student can request an official transcript directly from each previously attended institution. Upon receiving an official transcript, the Institute of Production and Recording will evaluate transfer credits. Upon request, the student must submit a catalog description or course syllabus for consideration of transfer credits.

The transcript evaluation process begins as official transcripts are received. The evaluation of transfer credit will be provided within 60 days after admission to the school and all required official transcripts have been received. In the event that a transcript is not received in a timely manner, the transcript evaluation may not be complete prior to attendance in the first quarter of classes. Students should plan accordingly.

When the transcript evaluation process is complete, the student will be notified in writing of the result of the evaluation. Service members will receive and acknowledge the Military Transfer Credit document and a copy will be retained in the student file.

The student may be required to provide course descriptions and/or syllabi for consideration of transfer. The following conditions apply:

1. All transferable credits must have been earned with a grade of C-/P or better and be at the college level of 100 or above.
2. A maximum of 25 percent of total program credits must be completed at IPR in all programs. Remaining program credits may be transfer credit or credits earned through advanced standing tests, professional work experience, or prior learning.
3. Credit for general education courses taken at other schools and not offered by IPR may be awarded in the appropriate general education area. For example, four credits successfully earned in American History (not currently offered at IPR) may be awarded as four credits in the social science area.
4. Postsecondary credit awarded prior to high school graduation will be considered for transfer.
5. Decisions based on transfer credit should be considered valid at the date of evaluation.
6. When curricula change, decisions about future credit transfers may be affected.
7. Transfer credit for a course may be subject to the requirement that the student verify competency in an area included in the equivalent course or satisfy that requirement in some other way.
8. IPR currently accepts Advanced Placement (AP) test scores of 3 or higher as transferable in appropriate courses. These AP scores are usually found on the High School Transcript.
9. The following qualifications, requirements, and limitations apply to the acceptance of transfer credits:

Qualifications, Requirements and/or Limitations Related to Transfer of Credit
Quarter/Semester: 1 semester credit = 1.5 quarter credits

General Education

General education, including the disciplines of communications, natural science/mathematics, humanities, and social science, should be an integral part of all associate degree programs in order to develop critical and analytic skills and broad

perspectives that are associated with those levels of education. A degree implies that the student has achieved a knowledge base in general education that complements preparation in a major field of study.

Subject areas accepted towards general education requirements include, but are not limited to, the following:

- **Humanities**, including art, humanities, languages, literature, music, philosophy, religion, and theatre.
- **Natural Science/Mathematics**, including biology, chemistry, geology, physics, mathematics, and statistics.
- **Social Science**, including anthropology, American studies, economics, geography, history, human relations, law, political science, psychology, and sociology.
- **Communications**, including composition, speech, writing, and rhetoric.

Time Limit

General education, general studies, and elective credits shall have no transfer time limit. The timeliness of credits applied to career programs will be determined when evaluating transfer credits.

Credit Amount Transferred is Different than Equivalent Course Credit

Courses approved for transfer must be comparable in nature, content, and level and match at least 75 percent of the content and objectives of the course for which the student is seeking equivalent credit. In consideration of a course for course transfer, the amount of transfer credit will not exceed the credit value for the comparable Institute of Production and Recording course offering.

Curriculum Changes that Change Credit and/or Content

Courses previously taken at IPR must be comparable in nature, content, and level and match at least 75 percent of the content and objectives of the course for which the student is seeking equivalent credit.

Credit Earned in Foreign Institutions

A student with a degree, certificate, or college-level credits from a non-U.S. institution of higher education shall have those credits evaluated at the student's expense by an evaluator selected by the college. The student must provide an official transcript in the original language, a college catalog, and the translated transcript and course descriptions.

Courses that Do Not Apply Toward Graduation Requirements

In evaluating transfer credit, only courses that apply toward a student's graduation requirements in the student's program of study will be considered for transfer.

Block Transfer

Students who have completed an associate or a bachelor's degree are eligible for a block transfer of general education requirements to be distributed as determined by the transfer specialist per the conditions below in all programs. Additional general education courses may be required outside of the credits accepted through block transfer where prerequisites exist to create a foundation for further learning. A student who has completed a bachelor's degree or an associate degree will be granted a general education block transfer to fulfill all general education requirements toward an associate degree through a Broadview Education Consortium member school if the following conditions are met:

- The student has completed a minimum of three quarter-hour credits in each area of the Broadview Education Consortium member schools' general education studies, including communications, humanities, natural science/mathematics, and social science.
- The student has completed a minimum of 24 (or 30, depending on the program) quarter-hour credits of general education courses.

Core and General Education Requirements

The general education requirement for an AAS degree is a minimum of 24 (or 30, depending on the program) quarter-hour credits in the general education disciplines, with a minimum of three credits in each of the following areas: communications, humanities, natural science/mathematics, and social science. The institution reserves the rights to alternate courses within the program to improve the quality of the program of study.

Upon the approval of the VP of academics or dean of education/students, general education coursework may be accepted as specialization elective coursework if it is determined to be commonly required in that program area. A course accepted as a specialization elective will not be accepted as a general education course.

Military Transfer

College credit for military service may be awarded upon review of a military transcript. Minimally, a student will be awarded credit toward SS140 Interpersonal Relations for the successful completion of basic training. A student may also receive credit for SS103 Global Citizenship for completing basic training. Additional coursework on the transcript will be matched to comparable IPR courses.

Military transcripts to document American Council on Education (ACE) recommended college credit for military training and occupational experience can be requested from:

- Joint Service Transcript (JST) for the US Army, Marine Corps, Navy and Coast Guard.
- Community College of the Air Force (CCAF) for the US Air Force and Space Force.

The JST is ordered electronically when a student applies for admission. The CCAF request needs to have a hard signature by the student and mailed to the CCAF.

Military Prior Credit

In reference to Title 38 USC 3675 and 3676, and 38 CFR 21.4254, there is a requirement for all institutions to maintain a written record of previous education and training and that this prior credit be evaluated and reported to the VA. This includes the appropriate reduction in the requirements to complete this program.

In accordance with the above stated regulations, all Veterans or eligible dependents who use GI Bill® Benefits for this training are required to bring in documentation of all previous training and education. Veterans are required to submit all prior training transcripts, including military transcripts, to the institution for review.

This institution will review all prior credit, and maintain a record of such training in the students VA file.

Due to the nature of specific and intensive training, before any credit is accepted as transfer, the student must demonstrate their skills to the instructor who will evaluate and recommend the appropriate credit accordingly.

All prior credit will be awarded at the discretion of the program chair after the evaluation of the students' skills. All credit granted will be documented, the program shortened proportionally and a record will be given to the student.

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

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 or EC (experiential credit) 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 in which the class is required to be taken. "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 (ACE) 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 or EC (experiential credit) 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 for each course where prior learning credit is being sought to the education department for approval. The department will ask the student to provide IPR with additional information if necessary for proper evaluation.

ATTENDANCE

Each student's attendance record will be documented and maintained by the academic services department. Attendance questions can be addressed with academic services.

Classroom Attendance

Students are expected to be present and on time for all residential class meetings. IPR does not distinguish types of absence. Instead, attendance is monitored for all class sessions and is recorded as actual time attended. Any time missed from a scheduled class is considered time absent. The student is responsible for notifying the academic services department of any absences. The student is also responsible for communicating with his/her instructor when absent from part or all of a class to determine missed assignments, due dates, and his/her eligibility for submitting missed work.

A student registered for an online course is expected to log into the course within the first 72 hours (three days) of the quarter and participate (post discussion boards, complete quizzes, test, or assignments) in the course at least once per week throughout the quarter. Online courses require a high level of interaction and participation in the course

environment. It is highly recommended that students registered in online courses log in to each course at least three different days a week each week of the quarter.

If a student withdraws from a course prior to 75 percent of the scheduled class meeting sessions, they will be given a W (withdrawal) grade. If a student has dropped a course after the 75 percent completion point of the quarter and failed to complete the requirements to earn a passing grade, they will be given a FD (fail/drop) grade.

Ten consecutive business days of absences from one or more courses may result in the administrative withdrawal from such course(s) and may lead to the discontinuation of enrollment at IPR. A student not in attendance by the end of the add/drop period may be dropped from all courses and withdrawn from school.

Late Assignment Policy

100 Level Courses - All course assignments will include due dates and deadlines. Any work turned in after the due date will be considered late. Late work will be accepted, at 50% of the earned score, for up to two weeks after the assignment due date. After two weeks, late work will no longer be accepted. Due date extensions may be granted when extenuating circumstances are present. All extensions must be requested prior to the original due date. Extensions will be granted at the discretion of the course instructor and points or a percentage may be deducted from assignments with extended due dates.

200+ Level Courses - All course assignments will include due dates and deadlines. Any work turned in after the due date will be considered late. Late work will not be accepted. Due date extensions may be granted when extenuating circumstances are present. All extensions must be requested prior to the original due date. Extensions will be granted at the discretion of the course instructor and points or a percentage may be deducted from assignments with extended due dates.

TRANSCRIPTS

An official transcript is issued to the student upon completion of their program. Additional copies of transcripts are available through the academic services department and through the school's website. Unofficial copies will be furnished for informational purposes only. This service is subject to the Family Educational Rights and Privacy Act of 1974. Transcripts issued by IPR will include the student's coursework completed at IPR and any additional coursework completed at another BEC school, and/or another institution, if applicable.

RE-ENTRY

The definition of a re-entry student is any student who drops from school after the first week of their initial quarter and later seeks readmission. The student must remain out of school until the next start date. A student who drops from school for one or more quarters will be required to re-enter the program under current catalog requirements. A student may have only one reinstatement unless extenuating circumstances exist. Students interested in reenrolling should contact the education department.

Military Re-Entry

A service member or reservist who is temporarily unable to attend class or has suspended their studies due to service requirements will be promptly readmitted. The student must notify the school verbally or in writing of their intent to return to school within three years after the completion period of service. The school will admit the student in the same academic status, including the same or similar program, enrollment status, number of credit hours, and academic standing. The student may choose a different program and enrollment status.

EXPIRY OF CREDITS

The creative media 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 be subject to evaluation after a period of three years from completion of the course unless the student has maintained continuous enrollment. Students may also audit previously completed courses, free of charge, so long as space is available within a scheduled section of the class (see Courses and Audit Policy sections).

REGISTRATION AND COURSE SCHEDULING

IPR is a quarter-based program. Quarters are 11 weeks each. Course schedules are made available to students. Registration should be completed no later than week 9 of each quarter.

The academic services department assists students with the registration process. Staff and program directors and/or lead instructors 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 support of academic services and program directors to make adjustments to an existing registration plan when necessary.

Schedules are accessible to students online through the student portal and are sent via email to the student. 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.

Students cannot exceed 150 percent of the minimum credit requirement for their program of study in attempted credits. This applies specifically to students that have withdrawn (for whatever reason) and/or failed (F letter grade) classes. If it is determined that a student will not be able to complete their program within this requirement, he or she will be withdrawn from school.

ADD/DROP POLICY

The first five business days of each quarter (and the first business day of the second week of the quarter for individual classes that meet for the first time on Saturday of the first week of the quarter) are designated as the "add/drop period" for schedule changes involving individual courses. By the end of the five-day period, each individual's schedule will be in place for the remainder of the quarter. Individual courses dropped during this period will not appear on a student's transcript and no tuition will be charged. Students who attend classes within the add/drop period and completely withdraw from school during the first week will be charged for the portion of the courses attended and receive a grade of W. Courses that a student has attended and dropped after the add/drop period will appear on the student's transcript. Tuition and applicable fees for the course will be charged to the student's account.

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 in a bachelor or associate degree program to average 15 to 17 credits per quarter 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 campus director. 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 associate campus director 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 associate campus director 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. 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 per quarter lab fee will apply to all students in the designated programs/ or taking courses as identified in the tuition and fee section of this catalog.

GRADING

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.

EC Experiential Credit (0): Indicates that a student has received credit for this course by successfully documenting professional work experience closely related to the defined coursework or prior learning received outside of the traditional classroom, equivalent to the academic content.

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.

FD Fail/Drop (0): Indicates that a student has dropped a class after the 75 percent 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.

FL Fail: Indicates unsatisfactory performance in a pass/fail course. The student must repeat that course with a grade of pass prior to graduation.

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. An I grade may be given only with the approval of the instructor and the associate campus director/campus director. Incomplete work must be submitted no later than the second Friday after the end of the quarter the grade was issued. If the incomplete grade is not resolved by this deadline, it will be changed to an F and will be included in the cumulative grade point average.

IC Incomplete due to Extenuating Circumstance (0): Indicates that a student has not completed all work required for the course because of an extenuating circumstance (e.g. COVID) and the student has been granted an extension. If the IC grade is not resolved within two quarters, the grade will be changed to an F and will be included in the cumulative grade point average.

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.

TC or 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 Broadview Education Consortium 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 may begin this process by meeting with the associate campus director.

MILITARY WITHDRAWALS

A student called to active military duty, and as a result is unable to complete the current quarter, will receive a grade of WM, Withdrawal for Military Duty, for all currently registered courses upon the school's receipt of duty orders. A full tuition refund will be applied to the student's account for all courses for which the student is actively enrolled at the time of military activation. The student will be liable for any financial aid stipends received above the cost of tuition/fees/books for the quarter of enrollment.

LEAVE OF ABSENCE POLICY

The Institute of Production and Recording does not allow for a leave of absence.

MILITARY ABSENCE

As an alternative to withdrawal for military duty, a student in the military will be allowed to choose an extension on coursework and exams for the time that the student is absent. The student must notify the academic services department and provide documentation including military orders or a letter of activation from the student's military unit indicating the specific dates of service.

A student on active duty who encounters an extended mission of a sensitive nature is eligible for military absence. In this situation, the student needs to send an email and/or letter from his or her unit stating the student will be unavailable for a timeframe, but not the nature of the mission. Finally, a military student who successfully completed a sufficient amount of course work before the military absence began may be issued a grade of incomplete or the grade that the student earned to that date.

In order to select the most appropriate option in light of a student's academic needs, the student must contact the academic services department. Lack of notification may result in ineligibility to receive these provisions.

COURSE NUMBERING

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

001 – 099 Pre-college level, preparatory courses.

100 – 199 Courses having no prerequisite and 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

300 – 499 Courses are upper-level and satisfy upper-level course requirements in bachelor's degree programs

300 – 399 Courses normally having prerequisites from 100 – 299 level

400 – 499 Courses normally having prerequisites from 100 – 399 level

INTERNSHIPS/EXTERNSHIPS

IPR's program leadership, along with the office of career services, work continually to establish relationships with industry-related businesses to provide students with internship opportunities. These internships are made available to students who express interest and meet qualifying criteria during the last portion of their education at IPR.

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 elective 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 leader and/or associate campus director. Internship/externship sites vary by quarter. A list of previous sites will be available upon request.

*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.

GRADUATION REQUIREMENTS

In order to graduate, students must be meeting Satisfactory Academic Progress and successfully complete all required courses in the program within the maximum time frame. Candidates for graduation must complete an exit interview.

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.

Academic honors are awarded as follows:

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: all successfully completed credits/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. The school will expel a student at the point that it is determined that the student will not be able to complete the program within the 150% maximum timeframe.

*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, and W 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 and W 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 (TC or 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/EC) credits, experiential credit (EC), audit (AD) credits, and work experience (WE/EC) credits do count towards 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 associate campus director.

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 and Bachelor of Science Degree Programs			
Formal Evaluation Point (Total number of credits attempted)	Required Minimum CGPA	Required Minimum Completion Rate CMFT%	Result if Standard Not Met
1-18 credits attempted	1.00	40%	Warning
19-36 credits attempted	1.25	50%	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 academic services 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. A student who does not meet the minimum requirements by the next evaluation point will be expelled.

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 associate campus director to ensure the student understands the application of satisfactory academic progress standards and sign a consultation form to verify that understanding.

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, may appeal in writing to the associate campus director. The appeal must be filed within two weeks after the student is placed on warning or financial aid expulsion. A campus 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 an appeal for mitigating circumstances will be placed on Probation and will sign a consultation form stating the academic plan that must be met in order to remain in school. The student 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 expelled.

PROGRAM TRANSFER

A student interested in transferring between programs may do so a maximum of two times, or at the discretion of the associate campus director. 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.

SAP GRADUATION REQUIREMENTS

In order to graduate, a student must attain a 2.0 cumulative grade point average, 67% overall completion rate, and complete all program requirements within 150 percent of the maximum time frame/maximum credits.

POLICIES AND PROCEDURES

IPR CODE OF CONDUCT

It is the right and responsibility of The Institute of Production and Recording to enforce a code of student conduct that 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 himself/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 campus leadership team. In the event of either suspension or expulsion, no refunds of tuition or costs will be made outside of the required Return to Title IV funds policy.

ACADEMIC DISHONESTY

Academic dishonesty includes cheating on tests or assignments, turning in work completed by others, turning in the same work or portions of the same work for different courses without the prior approval of the instructors, providing false or misleading information to faculty or staff members, unauthorized collaboration on any academic work that is intended to be completed individually, or plagiarizing. All work submitted must be in the student's own words and must cite the source of the idea where applicable. Students who act dishonestly may receive a zero or receive a failing grade for the course. Repeated or serious violations may result in termination of educational privileges. If a student wishes to appeal disciplinary actions such as these, he or she must follow the grievance policy found in this catalog.

ACADEMIC FREEDOM

Students are entitled to freedom in the classroom in discussing their subject but should be careful not to introduce controversial matters that have no relation to the subject.

CLASS SIZE

Class sizes may vary depending on the nature of the course. No lab class will exceed 15 students. No lecture class will exceed 50 students.

LIMITATION OF LIABILITY

Liability for damages arising from a claim brought by a student against the school shall be limited to the sum of money the student actually paid the school for tuition, fees, and books, and to any actual costs and disbursements (not including attorney's fees) awarded to the student by an arbitrator.

CURRICULUM REVISIONS

The school reserves the right to vary the sequence of courses and to revise curriculum content for the purpose of upgrading program material. A student who drops from school and wishes to re-enter in a later quarter must sign a new enrollment agreement and will re-enter the program under catalog requirements, tuition, and fees current at the time of re-entry. Prerequisites for certain courses may be waived with the approval of the associate campus director and program leadership.

Military

Degree requirements at the time of a service member's enrollment will remain in effect for a period of at least one year beyond the program's standard length provided the service member is in good academic standing and has been continuously enrolled. Service members may experience an adjustment to degree requirements as a result of a formal change to academic policy at least two years after the affected students have been notified or when courses or programs are no longer available or mandated state or accrediting body changes occurred. The school will identify low or no cost solutions for the service member that would not hinder the student from graduating in a timely manner.

MODE OF INSTRUCTION

The Institute of Production and Recording utilizes electronic books and additional online resources. The management of personal mobile devices is a professional skill, and our policy is meant to reflect what you are likely to find in the workplace. The use of mobile devices and other technologies will be supported to the extent that such use is relevant to the content and/or activities at hand. All students are expected to own a device that provides access to their instructors, learning resources, and student portal.

This device will be used as part of the learning experience in class and online. Use of mobile devices is one way to actively participate in discussions and activities. System requirement: Any device purchased new within two years of your start date.

ONLINE EDUCATION

Students enrolled at Broadview University, the Institute of Production and Recording, and Minnesota School of Cosmetology have the option to earn credit for equivalent online courses and programs. Online courses are administered through a centralized, shared virtual learning environment, and delivered by campuses that are approved for online delivery.

This mode of delivery offers flexibility and convenience for busy students. Students can access course material within broad time frames that accommodate their schedules. Assignments and activities are conducted through chat, email, discussion boards, webinars, and online tutorials. Courses are divided into units, with assignments and learning activities required each week (see Attendance Requirements section of this catalog). Some courses may offer scheduled meeting times for live lectures and office hours. Students have secure login credentials to access the student learning management system, Blackboard. The student's individual account is created at the time of enrollment. The student's user ID and password are unique and specific to that student. Students have the ability to change their Blackboard password at any time, and only the student has access to the password.

Students who register for a distance education course must be the same student who participates in and completes the course for academic credit. Any student who acts dishonestly, including providing others with their Blackboard login credentials or submitting work or exams completed by others, will be required to meet with campus staff and may be subject to the following actions: A grade of zero for the work in question, a failing grade for the course, and/or expulsion from school. If a student wishes to appeal disciplinary actions such as these, they must follow the grievance policy found in this school catalog.

All first-time online students must successfully complete the Online Orientation within the student portal before starting their first online class. This orientation will teach students how to use all of the online learning tools within the student learning management system.

Blackboard is a comprehensive virtual campus that will allow students to access all of their online course and school resources in one convenient location. The online orientation will be facilitated by a centralized instructor who is available to assist students with completing the training successfully and preparing them to begin their first online class.

Students will receive an email at their student email account with information on how to start the online orientation and all students should start the orientation course within 72 hours of receipt of their orientation invitation email.

A student registered for an online course is expected to log into the course within the first 72 hours (three days) of the quarter and log in and participate in the course at least once per week throughout the quarter. It is highly recommended that a student registered in an online course log in to his/her course at least three different days per week each week of the quarter.

Students should contact the following individuals for academic questions and contact the service desk for technical issues:

Nathan O'Brien / 612-351-2734 / nobrien@ipr.edu

Trey Wodele / 612-351-2908 / twodele@ipr.edu

Service Desk / 651-968-4470 / servicedesk@ipr.edu

In order to register for an online course, a student must, at a minimum, have consistent access to the Internet multiple times per week. Some online courses require certain software packages.

It is highly recommended that students have their own computer equipped with these system requirements in order to succeed in online courses:

Internet Connection	Broadband (cable or DSL) 10 Mbps minimum, 20 Mbps recommended
Hardware	Any computer purchased new within 2 years of your start date (computer, laptop, Surface) Minimum Recommended Specs: <ul style="list-style-type: none"> • Processor: Intel i3 or AMD A8 • Memory: 4GB or higher • Storage: 64GB minimum with 20% free space • Must be WiFi capable Note: Kindle Fire, generic tablet are not acceptable devices
Operating System	Microsoft Windows 7 or higher, Windows 10 preferred Apple OS X v10.10 (Yosemite) or higher, OS X v10.11 (El Capitan) preferred
Software	MS Office 2010 or higher (Microsoft Office Professional 2016 is required for some classes). Note: Current versions of MS Office are available to active students for Windows and Mac at no charge. Additional software may be required depending on the class, however, most of the required software is available for students within the student portal at no additional charge We also recommend antivirus software and personal Firewall
Browser	Current versions of Chrome, Internet Explorer, Firefox and/or Safari (OS 10 Only)
Email Capabilities	An email account through the college email system is provided and required
Internet/ Computer Access	Students who do not own a computer must have consistent access multiple times per week to a computer that meets these minimum requirements

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 his or her 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 adversely 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.

NON-DISCRIMINATION POLICY

Broadview Education Consortium colleges offer equal opportunities in all of their academic programs or activities without distinction or discrimination because of race, color, sex, religion, age, creed, gender identity, sexual orientation, national origin, ethnic origin, nationality, physical or mental disability, or veteran status.

In accordance with United States Department of Education Title IX of the Education Amendments of 1972, 29 U.S.C. §§ 1681 et seq. (Title IX) and its implementing regulations, 34 C.F.R. Part 106, IPR strictly prohibits discrimination on the basis of sex in any education programs or activities by students and employees of our campuses.

Additionally, in accordance with Title VI, Section 504, and the Age Discrimination Act, the following individuals are designated to handle inquiries regarding the non-discrimination policies:

Angie Norbeck, Title IX Coordinator/VP of Academic Affairs
Broadview Education Consortium
8147 Globe Drive, Suite 250, Woodbury, Minnesota 55125
651-447-8287 / anorbeck@ipr.edu

Trey Wodele, Associate Director
The Institute of Production and Recording
300 North 1st Avenue, Suite 100, Minneapolis, MN 55401
612-351-2908 / twodele@ipr.edu

SEXUAL HARASSMENT/SEXUAL ASSAULT

IPR regards sexual harassment, including sexual assault, of others by employees or students as unacceptable behavior, which is just cause for disciplinary action. It is a violation of Section 703 of Title VII of the Civil Rights Act of 1964 as amended in 1972, the Minnesota Human Rights Law, and Title IX of the Education Amendments, and is punishable under both federal and state laws.

Students who believe they have been sexually harassed should issue complaints to the individuals listed below and follow the procedures outlined in the Title IX Grievance Policy within the Campus Safety & Security Report located on our school website at: <https://www.ipr.edu/consumer-information/>.

Angie Norbeck, Title IX Coordinator/VP of Academic Affairs
Broadview Education Consortium
8147 Globe Drive, Suite 250, Woodbury, Minnesota 55125
651-447-8287 / anorbeck@ipr.edu

Trey Wodele, Associate Director
The Institute of Production and Recording
300 North 1st Avenue, Suite 100, Minneapolis, MN 55401
612-351-2908 / twodele@ipr.edu

Complaints shall remain confidential. If a complaint alleges facts that may constitute sexual harassment on-campus or during an off-campus school event or activity, the complainant and/or an individual on the behalf of the complainant must immediately contact the Title IX Coordinator or Executive Director for assistance.

The Title IX Coordinator and Campus Director shall have available the names and contact numbers of local law enforcement agencies to be called for immediate help, as appropriate.

BULLYING

IPR regards bullying of others by employees or students as unacceptable behavior, which is just cause for disciplinary action. A student who experiences bullying is encouraged to inform the associate campus director and, if applicable, register a complaint.

GRIEVANCE POLICY

It is important for each Student to be satisfied with the School's services. Part of achieving this satisfaction requires the quick and amicable resolution of any dispute between a Student and the School. The best way this can be accomplished is through informal discussion between the parties or by using the School's internal dispute resolution procedures. A student always has the right to contact the State office of higher education, the accrediting agency regulating the school, or the federal department of education to request assistance in resolving a dispute.

IPR has established the following policy and procedure to assist students with grievances:

1. A student is encouraged to make every attempt to resolve a grievance directly with the staff or faculty member involved.
2. If the student feels unable to resolve the difference in that way, the student may state the grievance to the department supervisor or the associate campus director.
3. An appeal and/or grievance not resolved to the student's satisfaction at that level may be submitted in writing to the campus director for resolution.
4. If resolution cannot be reached at this level, the student may submit an appeal to school ownership:
Broadview Education Consortium
 8147 Globe Drive, Suite 250, Woodbury, Minnesota 55125
 Phone: 651-432-4624

The issue will be resolved promptly and equitably.

IPR students may also address concerns to: **Minnesota Office of Higher Education**, 1450 Energy Park Drive, Suite 250, Saint Paul, MN 55108-5227.
 Phone: 651-642-0533.

A complaint must be in writing, be signed by a student, and state how the school's policies and procedures or sections 136A.61 to 136A.71 were violated. Student complaints shall be limited to complaints that occurred within six years from the date the concern should have been discovered with reasonable effort and after the student has utilized the school's internal complaint process. Students do not have to utilize a school's internal complaint process before the office has authority when the student is alleging fraud or misrepresentation. The office shall not investigate grade disputes, student conduct proceedings, disability accommodation requests, and discrimination claims, including Title IX complaints.

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form.

The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to: **Accrediting Commission of Career Schools and Colleges**, 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, Phone: 703-247-4212, www.accsc.org. A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting the associate campus director or online at www.accsc.org.

Students in California may also address concerns to:

California Department of Consumer Affairs

Consumer Information Center

1625 North Market Blvd., Suite N-112, Sacramento, California 95834

Phone: 833-942-1120

dca@dca.ca.gov

For copies of the complaint form visit:

https://www.dca.ca.gov/consumers/complaints/oos_students.shtml

State Portal Entity Contacts through the National Council for State Authorization Reciprocity Agreements (NC-SARA) can be found at:

<https://www.nc-sara.org/content/state-portal-entity-contacts>

If the institution is found to be in violation of state, federal, and/or accreditation regulations and a final judgment is rendered against the institution, the institution's accreditor may take an adverse action against the institution, its State authorization may be denied, suspended or revoked; and/or its Title IV participation may be limited, suspended, or terminated.

STUDENT SERVICES

HOUSING

While IPR does not maintain dormitory facilities, students are referred to privately-owned student housing communities, which are all located within four 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 two-, three-, and four-bedroom apartments that offer a host of luxury amenities while still maintaining individual leases separate from their roommates. Admissions staff also maintains established relationships with many different apartment communities that are located in the Minneapolis area near campus.

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 Broadview Education Consortium 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 campus director, 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 campus director.

THE IPR LIBRARY

A trained on-site library assistant is available to answer questions and provide support.

Library Hours:

Monday 9:00 a.m. – 4:30 p.m.	Tuesday 9:00 a.m. – 5:00 p.m.
Wednesday 9:00 a.m. – 6:00 p.m.	Thursday 9:00 a.m. – 6:30 p.m.
Friday closed	

Students, staff and faculty must register their school IDs with the librarian at the circulation/reference desk to check out material (IDs are issued by the school at orientation).

The library catalog, Library Connect, provides access to e-books, online databases, and numerous full-text periodical databases. The IPR Library also has subscriptions to online resources, and digital subscriptions to magazines.

The IPR Library's physical collection includes, books, magazines, DVDs, Blu-Rays and

CDs. Items not available from the IPR library may be requested through interlibrary loan. The library has Apple computers and a color copier/printer available for use at no additional charge.

The library is located on the third floor next to the elevators and is a favorite "go-to" for students who want to listen to music, talk and study.

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.

CAREER SERVICES OFFICE

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 become a part of the entertainment industry.

EMPLOYMENT ASSISTANCE

The institution offers employment assistance to its students and graduates; however, the school does not guarantee employment.

To ensure students are receiving the most from the available campus resources, we encourage all students to meet with career services staff early in their programs and maintain contact throughout their education. This will increase their chances for success in their chosen fields.

Students are advised of employment opportunities and are offered suggestions on preparing professional quality materials associated with their job search. Students should feel free to consult the career services department for advice on networking and interviewing skills.

In addition, students participate in a career capstone course, which focuses on career exploration, job search tools and resources, and professionalism. Students develop career-planning strategies in preparation for entering or advancing within their chosen career fields.

In order to continue to supply employers with qualified graduates and to maintain the effectiveness of our training, surveys of graduates and their first employers of record are sent out after graduation.

The career services department will release information specific to a student or graduate's career search when the student or graduate has, in writing, granted consent to release information to potential employers. For more information about the release of records, review the Family Educational Rights and Privacy Act section of this catalog.

The Institute of Production and Recording
300 North 1st Avenue, Suite 100 | Minneapolis, MN 55401 (Minneapolis Campus)

4545 West 77th Street | Edina, MN 55435 (Satellite Location)

612.351.0631

ipr.edu



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