

2017-2018

STUDENT HANDBOOK

JLPR
college of CREATIVE ARTS

Welcome to

THE INSTITUTE OF PRODUCTION & RECORDING

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

STACY SEVERSON, CAMPUS DIRECTOR

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GENERAL INFORMATION

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

Facility Hours: Generally, IPR hours are 24 hours per day, seven days per week, except holidays. On days IPR is closed, facility closings begin at 11:59 p.m. and will reopen 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.

ACADEMIC DISHONESTY

Academic dishonesty includes cheating on tests or assignments, submitting work completed by others, using the same work to fulfill requirements for multiple classes, plagiarizing, or unauthorized collaboration on any academic work that is intended to be completed individually. All completed work must be in the student's own words and must cite the source of the idea where applicable.

Any student who acts dishonestly will be required to meet with the campus director and may be subject to the following actions: a grade of zero for the work in question, a failing grade for the course, or expulsion from school.

If a student wishes to appeal disciplinary actions such as these, he or she must follow the grievance policy found in this handbook and in the school catalog.

ACCESS POLICY

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

Access for all others is via the lab office or reception desk, where guests will be required to sign in.

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

- 1) They are here as part of a tour or appointment with one of the various departments and are in the presence of a legal guardian.
- 2) They are here as a guest of an employee.
- 3) They are here as a guest of either a student or alumni for a specific, scheduled lab and have written permission for that lab from either the lab manager or the dean of education. Please see the lab policies for more information.

Access Procedures

- All guests must sign in at either the reception desk or the lab office and receive a visitor ID.
- All guests of students (except approved minors) will be required to present a driver's license or government issued picture ID.
- Students/alumni must sign in after 6 p.m. for labs.
- No one may "search" for a student, parent, alumni, employee, contractor, guest, invitee, or anyone else in the facilities. If an emergency is determined, then the individual(s) "searching" may wait with reception or the lab staff while either the academic department or lab office (after 5 p.m. daily) finds the individual being sought after, and informs him or her of the situation.
- The lab office will inform the campus director of any removal of an individual from the premises for violation of Lab Policy.
- Employees have been issued keys based on access need. Anyone feeling the need to routinely access any additional areas should contact his or her supervisor to request keys
- Alumni access to the facilities is based on meeting the criteria for the [IPR Alumni Studio Use Policy](#).

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” 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.

ADVANCED STANDING TESTS

Credit may be awarded for demonstrated proficiency in a subject. Advanced standing tests may be arranged through the academic department and must be taken before the beginning of the quarter in which that course would be required. Not all courses have test-out options.

ATTENDANCE

Each student’s attendance record will be documented and maintained in the academic department. Attendance questions can be addressed in the academic department. Make-up attendance request forms may be obtained there as well.

100% Cumulative Attendance = Graduation with Distinction

100% Quarterly Attendance = Deans’ List for Outstanding Achievement

Classroom Attendance

Every student is expected to be present and on time for all classes. Regular attendance and active participation are very important parts of our college programs. Consistent attendance is crucial to student success and future employment. Students who are going to be absent should notify the school or instructor via email or telephone.

Expectations

Attendance is monitored for all class sessions and is recorded as actual time attended or missed, measured in contact hours.

Consequences of poor attendance

Students who are absent from any class for 10 consecutive business days will be withdrawn from the course and possibly dismissed from the school. Missing 20 percent of required contact hours in a course or courses may make it impossible to complete required material and may result in failing the course(s). If you must miss school due to extenuating circumstances, please meet with your instructor and the academic services department to discuss your individual case prior to missing the scheduled class.

Class Make-up Option

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

Program Withdrawals

Students who wish to withdraw from a program should begin this process by meeting with the dean of education.

Leave Of Absence Policy

The Institute of Production and Recording does not offer leaves 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 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 need not state the nature of the mission. Finally, a military student who successfully completed a sufficient amount of coursework 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 department. Lack of notification may result in ineligibility to receive these provisions.

CAREER SERVICES

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 that 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.

Internships:

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

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 chair.

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

CHANGE OF ADDRESS

All address and telephone number changes must be reported to the campus. Students may report changes in writing to the academic department or via the student portal at connect.ipr.edu.

CHILDREN

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

CLOSINGS/DELAYS DUE TO INCLEMENT WEATHER

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

COMPUTER SOFTWARE FAIR USE

Use or copying of any software product in violation of the applicable license agreement is strictly prohibited by IPR. All computers purchased and used by the school are supplied with licensed packages of software programs.

Fair Use Policy Overview

Students at IPR may not make unauthorized copies of software. Any student found copying software other than for backup purposes is subject to expulsion from the school. Additionally, any student who gives software to any other person is also subject to expulsion. This policy is designed to limit the legal liability of the college and to protect students—conviction of violating fair use laws can result in harsh penalties.

Consequences of Fair Use Law Violations

Illegal duplication of computer software may constitute criminal copyright infringement, which is punishable by a fine of up to \$250,000 and imprisonment for up to five years. Federal civil penalties allow the recovery of actual damages based upon the number of copies produced or statutory damages ranging up to \$100,000 for willful copyright infringement. If you know of any illegal copying of software within IPR, please contact the campus director immediately.

What are the details of fair use at IPR?

IPR has developed standards to govern the use of computer equipment and networks. In general, it asks that you obey the law and be considerate of others. Specifically, you may not:

- 1) Enter, without authorization, into another user's network account or file space to use, read, transfer, or change contents therein for any purpose.¹

- 2) Use another individual's network account or password.
- 3) Grant another individual access to your network account.²
- 4) Use IPR computing facilities to interfere with the work of other students.
- 5) Use IPR computing facilities to send obscene, abusive, derogatory, or harassing messages.
- 6) Use IPR computing facilities to display, transmit, distribute, or make available information that expresses or implies discrimination or an intention to discriminate.
- 7) Use IPR computing facilities to interfere with the normal operation of the school's computing facilities including such things as flooding the network with messages, sending commercial solicitations, and sending chain or pyramid letters.
- 8) Use IPR computing facilities for personal profit or commercial gain.
- 9) Use IPR computing facilities to gain unauthorized access to any computing facilities of IPR or any other commercial, non-commercial, or government entity.
- 10) Use IPR computing facilities to interfere with the operation of any other commercial entity.
- 11) Use IPR computing facilities to display obscene or otherwise offensive images.
- 12) Place any software or data that is illegal for any reason anywhere on IPR computing facilities.
- 13) Use IPR computing facilities in any way that violates the intellectual property rights of IPR or of any other commercial or non-commercial entity. This provision specifically prohibits the use of any unlicensed software on IPR computing facilities.
- 14) Use or development of programs such as viruses and Trojan horses that harass other users, modify the system or account or cause damage to system resources; or knowing transmission of any such destructive program.

¹An exception to this rule is that IT personnel may enter another user's account for the purpose of necessary maintenance or if directed to do so by executive management for investigation of suspected violations of school policy and/or criminal wrongdoing. In the latter case, a record of any such access will be kept.

²You may grant IT personnel access to your account for the purpose of repair of, or maintenance to, your system. You should change your password at the completion of these activities. See also Copyright and Intellectual Property, below page 5.

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 him/herself or others.

Violation of the Code of Conduct will result in immediate disciplinary action, up to and including suspension or expulsion from school. Appropriate action will be determined and enforced by the IPR Disciplinary Committee, consisting of the campus director, director of admissions, and dean of education. In the event of either suspension or expulsion, no refunds of tuition or costs will be made.

All reports to the Disciplinary Committee should be addressed, in writing, through the dean of education.

Respectful and Courteous Behavior

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

Classroom Conduct

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

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

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

Student Project Work

Student class project work may not contain any offensive material or language, any pornographic or sexually explicit material, or profanity. A general guideline is to follow a "radio friendly" format. Broadcasting any materials using IPR facilities and/or networks requires prior written approval by the dean of education/campus director.

COPYRIGHT AND INTELLECTUAL PROPERTY

IPR requires staff and faculty members to abide by the 1979 Copyright Law, Title 17 US Code, and the Off-Air Guidelines, H.R. 97-495. The internal Copyright and Fair Use policy is available to all staff and faculty and clearly outlines guidelines for copyright and fair use at IPR.

Copying that does not comply with the Copyright and Fair Use policy is prohibited on college premises and will not be used in the classroom or placed on course reserve.

Any person who willfully infringes copyright law or who requests that another person do so will be liable for his or her actions.

Intellectual Property Rights

Respect for intellectual labor, creativity, and property rights is vital to any enterprise. This principle applies to works of all authors and publishers in all media. All use of IPR computing and library resources conform with applicable copyright and trademark laws and licensing agreements for all software use in conjunction with IPR computing resources.

File access

Users must grant specific permission to IT staff to inspect their accounts and computers for suspected infractions of company policies or as needed for maintenance functions. Users understand that if they do not grant this permission, they will not be able to access their network accounts on the system.

DRESS CODE

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

GRADUATION REQUIREMENTS

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

DRUGS AND ALCOHOL

IPR embraces the spirit of the public law that requires a school to provide a drug-free campus and work place. The school will abide by the law as outlined in the resources section of this handbook. As part of our institutional philosophy, we are dedicated to the advancement as well-being of the population we serve. As such, all students and employees are encouraged to abstain from the use of illegal drugs and irresponsible use of alcohol. Those under

the influence on campus will be asked to leave immediately.

IPR abides by the requirement of the Drug – Free Schools and Communities Act Amendments of 1989, Public Law 101- 226 and requires its students and employees to follow this law.

Drug and Alcohol Policy

Employees and students are prohibited from the unlawful manufacture, distribution, possession, or use of illegal drugs or alcohol. This prohibition applies while on the property of the school or participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to and including expulsion from school and or termination of employment of the school or participating in any institutional activity.

Consequences of violation of the drug and alcohol policy

As a condition of enrollment or employment, students and employees must abide by the terms of the policy. If a student or employee violates this policy, within 30 days IPR will take one or more of the following actions:

- 1) Report the violation to law enforcement officials.
- 2) Take the appropriate disciplinary action against the student or employee, up to and including expulsion or termination.
- 3) Require the student or employee to participate in a substance abuse rehabilitation program approval for such purposes by a federal, state or local health, law enforcement or other appropriate agency.

Numerous legal sanctions under local, state and federal laws can be used to sanction violators. Penalties can range from suspension, revocation and denial of a driver's license to 20-50 years imprisonment without benefit of parole. Property may be seized. Community service may be mandated.

Loss of federal benefits may result

Federal anti-drug laws affect a number of areas. Students could lose eligibility for Title IV federal financial aid and could be denied other federal benefits, such as Social Security, retirement, welfare, health, disability

and veteran's benefits. The Department of Housing and Urban Development, which provides funds to states and communities for public housing, has the authority to evict residents and members of their households who are involved in drug-related crimes on or near public housing premises. A business can lose federal contracts if the company does not promote a drug-free environment. Finally, a felony conviction for a drug-related crime may prevent a person from entering certain careers.

State Drug Laws

The laws of Minnesota are adequate to protect the innocent but stringent enough to ensure that persons involved with the illegal dealing of drugs or excessive use of alcohol can be adequately sanctioned. For example, a small quantity of illegal drugs found on a person may lead to an arrest; conviction and consequences may include payment of all court costs and participation in mandatory community service. A person convicted of possession of drugs with the intent to distribute may be imprisoned. Possible consequences of conviction of driving under the influence of alcohol (DUI) include payment of court costs and lawyer's fees, participation in community service, increased cost of automobile insurance, loss of driver's license, and prison or jail.

Federal Drug Agencies

In addition to local and state authorities, the federal government has four agencies engaged in fighting illegal drugs. These agencies are Drug Enforcement Agency (DEA), US Customs Service, Federal Bureau of Investigation, and the US Coast Guard.

Information You May Not Know

Here are a few legal facts to be aware of regarding illegal drugs: It is a crime to hold someone else's drugs. It is a crime to sell fake drugs. You can be arrested if you are in a house (or a school) where people are using drugs, even though you are not using them yourself. A person can be charged with possessing drugs even if they are not physically on the person. Under legal terms of constructive possession, having drugs in a locker, purse, or house is considered possession.

Definition of Drug Abuse

Drug abuse is the use of natural and/or synthetic chemical substances for non-medical reasons to affect the body and its processes, the mind and nervous system, and behavior. Abuse of drugs can affect a person's physical health, emotional health, and/or social life. Alcohol is the most commonly abused drug in the United States.

For information about dependency, addiction prevention, and recovery programs, refer to the material on drugs and alcohol in the resources section of this handbook.

EMAIL

IPR provides an email account to all enrolled students for electronic communication. We will send information and notifications regularly through this account. This means that **students will need to check their IPR email often, and they will be responsible for reading and responding to electronic communications in a timely manner** just as they would any other letter, memo, or notification from the school. **Students who do not check their email will receive no leniency from faculty or administrators.**

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

EMERGENCY INFORMATION

IPR follows these emergency guidelines in situations such as severe weather and fire. In both situations, there are two basic rules to follow:

- Remain calm.
- Walk, don't run.

If weather looks threatening, keep a radio on for the latest weather information. If a tornado warning is issued, take cover immediately. Faculty and staff members will assist while you wait in a secure location. Sit with your knees drawn to your chest, rest your head on your knees, and cover your head with your arms. If the fire alarm sounds, evacuate the building immediately, and once outside, keep moving away from the building. Stay with your class or

other group; this makes it easier to account for everyone. You will be advised when it is safe to re-enter the building. Refer to posted floor plans and procedures for evacuation at each campus location.

Attendance will be taken at emergency meeting places to make sure that everyone has left the building.

Security phone numbers:

- Emergency, 911
- Minneapolis Police Department, 612-348-2345

A record of all reported crimes will be maintained in the office of the campus director. This record will appear on the student website for anyone seeking information.

FINANCIAL AID/STUDENT ACCOUNTS

Financial aid is available to students who qualify. Students should contact the financial aid department or call the FA/SA Support line at 651-332-8100 or 1-877-862-0662 by selecting Option 2 with questions.

For maximum benefit, students should remember the following:

- 1) Students are responsible for providing the financial aid department with requested forms, documentation and transcripts in a timely manner
- 2) Students are responsible for notifying the financial aid department of changes in program of study, credits taken or length of program
- 3) Students are responsible for making satisfactory academic progress and maintaining continuous attendance
- 4) Students are responsible for making any scheduled student payments for balances that are not covered by their financial aid each term by the specified dates
- 5) Preferred payment method for school payments is either credit card or electronic check through the CampusConnect portal under the "Account" tab:
 - a. Log into CampusConnect
 - b. Click on Account, in the upper toolbar
 - c. Select "Account Information" from drop down
 - d. Select "Make a Payment "

Most financial aid awards will be disbursed directly to the student's account beginning the second week of each term.

Financial aid is available to students who qualify. Students should contact the financial aid department or call the FA/SA Support line at 651-332-8100 or 1-877-862-0662 by selecting Option 2 with questions.

GRIEVANCE POLICY

Students should make every attempt to resolve academic problems with the appropriate instructor. If the student and instructor are unable to resolve the difference, the student may appeal the decision with the campus director. All appeals should be submitted in writing. Appeals not resolved by the campus director may be submitted to the corporate office of the Institute for resolution. Complaints of a non-academic nature can be taken directly to the dean of education.

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

Accrediting Commission of Career Schools and Colleges

2101 Wilson Blvd. / Suite 302
Arlington, VA 22201
(703) 247-4212

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

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

Minnesota Department of Higher Education

1450 Energy Park Drive Suite 350
St. Paul, MN 55108-5227
(651) 642-0533

HOUSING

While IPR does not maintain dormitory facilities, the admissions department is here to help students find convenient and affordable housing during their education at IPR. Students are referred to privately owned student housing communities, which are all located within several 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. The campus staff also maintains established relationships with many different apartment communities that are located in the Minneapolis area near campus. Every effort is made to ensure that the housing needs of each individual student are satisfied.

LEARNING DISABILITIES/DISABILITY ACCESS

Goals of the disability access policy and procedure (Adapted from Honolulu Community College, 2002)

IPR is committed to assuring equal access to facilities programs, activities, and services by students with disabilities. Its goals are:

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

Students 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 within the consortium 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. Please contact the campus director for more information.

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

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

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

LIBRARY

The **IPR Campus Library** is one of many collections within the Library Connect system, which operate throughout 20+ Globe/MSB campuses in Minneapolis and its suburbs, the Midwest, Idaho and Utah. The entire Library Connect system has over 100,000 volumes that are collected, maintained and made accessible for students via interlibrary loan which contain titles in business, humanities, and social and natural sciences. The network also offers thousands e-books in all campus programs and general course studies.

The **IPR Library** boasts a concise, curated book collection focusing on our campus programs and courses. DVD & Blu-ray titles in the audio-visual selection reflect groundbreaking work in music engineering and sound design. Traditional and print magazines, databases (Academic Search Premier, ProQuest, Films on Demand & More) and other resources paid for by the library are available for students in all programs to keep pace with state-of-the-art equipment, and activities within the music industry and other creative art fields.

Students may enjoy food and covered beverages while they browse the collection, use the computers and printer, or study. The librarian encourages discourse while students enjoy the library's music collection played over two speakers.

Hours of operation are: 9 a.m. to 5 p.m., Monday & Friday / 9 a.m. to 9 p.m., Tuesday, Wednesday, and Thursday

Direct Line: 612-244-2854

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. Photo I.D. must be presented to recover an item from the lost and found.

MANAGEMENT OF STUDENT RECORDS

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

NON-DISCRIMINATION POLICY

IPR offers equal opportunities without distinction or discrimination because of race, color, sex, religion, age, sexual orientation, national origin, gender identity, ethnic origin, physical or mental disabilities, or veteran status in any of their academic programs or activities.

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, Institute of Production and Recording 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:

Human Resources

The Institute of Production and Recording
8089 Globe Drive
Woodbury, Minnesota 55125
Phone: 651-332-8000

Jodi Boisjolie-Rosen, VP of Student and Career Services

The Institute of Production and Recording
8089 Globe Drive
Woodbury, Minnesota 55125
Phone: 651-332-8000
Email: jboisjolie-rosen@ipr.edu

Stacy Severson, Campus Director

The Institute of Production and Recording
300 North 1st Avenue, Suite 100
Minneapolis, Minnesota 55401
Phone: 612-244-2800
Email: sseverson@ipr.edu

These individuals have been appropriately trained and are responsible for investigating complaints of noncompliance. General procedures for the resolution of grievances can be found under the grievance policy section of the student handbook. Prompt and equitable resolution will be provided.

For further information on notice of non-discrimination, see the information below for the office that serves your area, or call 1-800-421-3481.

The OCR office for Minnesota is located at:

Chicago Office - Office for Civil Rights
U.S. Department of Education
111 N. Canal Street, Suite 1053
Chicago, IL 60606-7204
Telephone: 312-886-8434
FAX: 312-353-4888
TDD: 312-353-2540
Email: OCR.Chicago@ed.gov

The OCR National Headquarters is located at:

U.S. Department of Education
Office for Civil Rights - Customer Service Team
550 12th Street, SW
Washington, D.C. 20202-1100
Telephone: 1-800-421-3481
FAX: 202-245-6840; TDD: 877-521-2172
Email: OCR@ed.gov

ORIENTATION

New student orientation sessions are held each quarter. These sessions provide students with information about IPR policies, procedures and available services.

Students are responsible for the information provided at orientation and the policies, and procedures published in the student handbook and college catalog.

PARKING

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

PREREQUISITES

Many courses offered at IPR require students to complete one or more prerequisite courses. These prerequisite courses contain material that will be essential for success in the subsequent course. In order to take a course requiring completion of a prerequisite, a student must have received a passing grade in the prerequisite course.

REGISTRATION AND COURSE SCHEDULING

IPR is a quarter-based program. Our summer, fall, winter, and spring quarters are 11 weeks each. Course schedules are printed quarterly for student use in registering for classes. Registration is open for six weeks each quarter, running weeks four through nine.

The academic department assists students with the registration process. Staff will be available to advise students in determining the best path toward graduation. The ultimate responsibility toward the progress and completion of a student's degree program, however, rests with the student. Students are asked to utilize the quarterly course schedule booklet to come prepared for registration. In addition, instructors and the program chairs can assist students with course choice or course content questions prior to registration.

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

STUDENT COURSE LOAD POLICY

The IPR program is built to be one of intensive, continuous study. In order to ensure success, we expect our full-time students to average 15 to 17 credits per quarter and to make their IPR education the highest of priorities during their tenure with us. We expect our part-time students to average seven to nine 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.

SATISFACTORY ACADEMIC PROGRESS

In order to make satisfactory academic progress toward a diploma or degree in a IPR program, a student must maintain a specified cumulative grade point average as well as proceed through the program at a pace leading to completion of the program in a specified time frame. Evaluation points and standards of satisfactory academic progress are described in the college catalog and apply to all students.

Records are reviewed on a quarterly basis to determine whether students are making satisfactory academic progress. A student who does not meet minimum requirements for satisfactory academic progress will be notified by the academic services department regarding his or her academic status. For additional information regarding evaluation points and standards, please see the college catalog.

HONORS

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

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

SEXUAL MISCONDUCT/SEXUAL VIOLENCE

Background

Members of an educational community must be able to work in an atmosphere of mutual respect and trust. Any violation of that respect and trust by intimidation or exploitation damages the institution's educational process by undermining the essential freedoms of inquiry and expression and damages the institution's working environment. Students, instructors, staff, and administration must feel personally secure for the mission of the organization to be realized. As a place of work and study, The Institute of Production and Recording should be free of sexual harassment and all forms of sexual intimidation and exploitation. All students,

faculty, staff, and administrators must be assured that The Institute of Production and Recording will take action to prevent such misconduct and that anyone who engages in such behavior is subject to disciplinary procedures.

Statement of policy

It is the policy of The Institute of Production and Recording to prohibit harassment of employees or students on the basis of sex. Prompt investigation of allegations will be made on a confidential basis to ascertain the veracity of complaints, and appropriate corrective action will be taken.

It is a violation of policy for any member of the school community to engage in sexual harassment. It is a violation of policy for any member of the school community to take action against an individual for reporting sexual harassment.

This policy is related to and in conformity with the equal opportunity policy of the school to recruit, employ, retain, and promote students and employees without regard to sex, age, race, color, gender identity, sexual orientation, national origin, ethnic origin, physical or mental disabilities, veteran status in any of their academic programs or activities, or creed.

For additional information about the policy, programs and procedures for reporting sexual harassment or violence, please refer to the Sexual Harassment/Sexual Violence material in the Resources section of this handbook.

SMOKING

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

STUDENT ID/SECURITY ACCESS CARD

All students will receive a Student ID card in addition to a Security Access card. This allows students to pass through various electronic strike doors located throughout the facility and should be carried separately from ID card at all times. Students must wear their ID card at all times. This is

to ensure that staff and students can easily identify students from guests and persons who do not belong on campus. Your student ID card will also be used to check into the IPR labs or check out studio equipment. The ID is also required to check out resources from the library, to access expense checks, and conduct business with student accounts and financial aid.

- Any student or staff member who has forgotten or lost a School ID will be required to sign in with the lab office/ reception and receive a temporary visitor ID (valid for one day only).
- All guests must sign in at either the reception desk or the lab office and receive a visitor ID.

Lost or Stolen School ID/Access Cards

- The fee to replace a lost or stolen Access card will be \$10.00.
- The fee to replace a lost or stolen School ID will be \$10.00.
- All payments should be made to Student Accounts.

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

ACADEMIC SUPPORT RESOURCES

IPR has a variety of resources to help students improve their academic performance. IPR instructors and program chairs are available to help individual students with questions or concerns. In addition, IPR has tutors, lab staff and education staff members ready to provide support.

VIOLENCE AND CRIME PREVENTION

The Institute of Production and Recording is committed to preventing workplace violence and to maintaining a safe and secure campus. Given the increasing violence in

society in general, we have adopted the following guidelines to deal with intimidation, harassment, threats of violence, or actual violence that may occur during business hours or on its premises.

- 1) All employees and students should be treated with courtesy and respect at all times.
- 2) Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from all school buildings. An employee or student becoming aware of the presence of one of those items in the building should report it to a supervisor, instructor, or another member of management immediately.
- 3) Employees and students are expected to refrain from fighting, horseplay, or other conduct that may be dangerous.
- 4) Conduct that threatens, intimidates, or coerces another employee, student, or member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including but not limited to harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.
- 5) All threats of violence or actual violence, direct or indirect, should be reported as soon as possible to the victim's immediate supervisor, instructor, or any other member of management. This includes threats by employees, students, visitors, or other members of the public. When reporting a threat of violence, be as specific and detailed as possible.
- 6) All suspicious individuals or activities should be reported as soon as possible to a supervisor, instructor, or another member of management. IPR will promptly and thoroughly investigate all reported threats of violence or actual violence, suspicious individuals, and activities of concern. The identity of the individual making a report will be protected as much as is practical.
- 7) In order to maintain employee and student safety and the integrity of its investigation, IPR may suspend the employees or students allegedly involved, pending investigation.

- 1) Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment or expulsion from school.

IPR encourages an employee or student to bring a dispute or difference with another to the attention of a supervisor, instructor, or the human resources department before the situation escalates into potential violence. IPR is eager to assist in the resolution of employee and students disputes and will not discipline employees or students for raising such issues.

See also the Grievance Policy section of this handbook, pages 13-14 for information and grievance procedures.

For more information about reporting a crime and responding to a crime report, security phone numbers, law enforcement authority, campus security programs, monitoring, and recording of criminal activity and occurrences of crimes on campus, refer to violence and crime prevention information under the resources section of this handbook.

RESOURCES

ANSWERS: WHERE TO GO

For answers to questions not covered in this handbook, students should consult with the following individuals, staff members or departments:

- 1) **Academic department:** Questions about your schedule, academic advising, progression towards graduation, student organizations and activities, and tutors, grades, program changes, classroom concerns, instructor concerns, attendance, and address/name change
- 2) **Admissions:** Questions regarding program choices, scholarships, housing, and transportation. Also to refer others looking for career training options
- 3) **Campus director:** Questions about accommodations and If you are not able to get the answers you need or if your concerns have not been resolved
- 4) **Career services:** Questions about full-time and part-time jobs, résumé preparation, and career opportunities
- 5) **Financial aid:** Questions about how to pay for school, grants or loans
- 6) **Instructors:** Questions about homework, research papers, tests, grades, and tutors
- 7) **Lab office:** Studio and gear access, studio assistance, and lost and found items
- 8) **Librarian:** Questions on how to use print and online library resource, how to do research for class projects and papers and how to cite sources properly
- 9) **Student accounts:** Questions about your bill, payments or payment plan set-up, ID and access cards, iPads™, hard drives, headphones, book vouchers, and bus passes

**If you are not sure whom to see or the person you want is unavailable, ask the front desk at IPR. He or she will promptly forward your request to the correct department.

DRUG AND ALCOHOL INFORMATION AND ASSISTANCE

A student or employee who suspects someone, including herself or himself, may be at risk of drug or alcohol abuse is invited to seek assistance. The campus director can provide information and is the designated contact person available to hear concerns regarding drug and alcohol abuse. He or she can offer referrals, advice, and information on drug and alcohol education and services in the community. Issues discussed with the contact person will be kept confidential.

You can seek advice and treatment at drug and alcohol counseling, treatment and rehabilitation facilities available in our area. The yellow pages of the local telephone book are an excellent source—look under the heading “Drug Abuse Information & Treatment” or enter that heading and the name of your community in an internet search engine.

The following community resources are available:

- **Crisis Connection,**
1-800-273-8255
- **Alcoholics Anonymous,**
www.alcoholics-anonymous.org
- **Hazelden Treatment Center,**
800-257-7810
- **First Call for Help,**
211 or 651-291-0211 or 800-543-7709

Other sources of help

The illegal use or abuse of drugs has a high impact on our society, on crime, and on the lives of those close to the user. Drug users resort to actions they would otherwise never consider in order to support their drug habits. The cost of supporting a drug habit becomes increasingly exhaustive. More importantly, the drug habit has an impact on a person’s family, lifestyle, career prospects, physical well-being, and self-respect.

Treatment is available. Any person who has concerns or is unsure should seek assistance. Few people who have become dependent on drugs are able to “kick the habit” without professional care. National organizations include Alcoholism and Drug Abuse Hotline (called the Alcohol Help Line), open 24 hours, 1-800-252-6465. The Cocaine Abuse Hotline, 1-800-553-1694, is open 24 hours a day. The National Institute on Drug Abuse Hotline, 1-800-662-4357, is available 8 a.m.– 2 p.m. Monday through Friday and 11 a.m.– 2 p.m. on weekends,.

Danger signals that indicate a possible drug or alcohol problem:

1. Uncharacteristic temper flare-ups
2. Increased “secret” behavior
3. Abrupt changes in mood or attitude
4. Getting into a slump at work or school
5. Increased borrowing of money
6. A completely new set of friends

IPR recommends that anyone observing changes such as these in an employee or student immediately notify the contact person named in this policy or anyone else in authority at IPR. We will take caution not to wrongly accuse a person suspected of taking drugs. An improper accusation could lead to the embarrassment of both the individual and the school.

Once it has been determined by authorities at IPR that an individual requires assistance, the individual and his/her family will be advised of the need for help. Records will be maintained of any advising provided to the individual.

Clinics near each campus location can render assistance. The patient is responsible for the expense of treatment. If the individual is in immediate danger of harming either him/herself or others, local law authorities should be contacted immediately.

INFORMATION ABOUT HEPATITIS

HEPATITIS A: PREVENTION AND INFORMATION

Adapted from the Minnesota Department of Health:
<http://www.health.state.mn.us>, November, 2004

Hepatitis A is a liver disease caused by the hepatitis A virus. Hepatitis A can affect anyone. In the United States, hepatitis A can occur in situations ranging from isolated cases of disease to widespread epidemics. Good personal hygiene and proper sanitation can help prevent hepatitis A. Vaccines are also available for long-term prevention of hepatitis A virus infection in persons 2 years of age and older. Immune globulin is available for short-term prevention of hepatitis A virus infection in all ages.

How do you get hepatitis A?

Hepatitis A virus (HAV) is found in the stool of persons with hepatitis A. HAV is usually spread from person to person by putting something in the mouth that has been contaminated with the stool of a person with hepatitis A. For this reason, the virus is more easily spread in areas where there are poor sanitary conditions or where good personal hygiene is not observed. Persons with hepatitis A can spread the virus to others who live in the same household or with whom they have sexual contact. Casual contact as in the usual office, factory, or school setting does not spread the virus.

Who is at risk for hepatitis A?

- Persons who share a household or have sexual contact with someone who has hepatitis A
- Travelers to countries where hepatitis A is a common disease or where clean water and proper sewage disposal are not available
- Persons, especially children, living in regions of the United States with high rates of HAV infection
- Travelers to regions where HAV is common, including Central and South America, Africa, and Asia

How do you know if you have hepatitis A?

A blood test (IgM anti-HAV) is needed to diagnose hepatitis A. Talk to your doctor or someone from your local health department if you suspect that you have been exposed to hepatitis A or any type of viral hepatitis.

What are the signs and symptoms of hepatitis A?

Persons with hepatitis A virus infection may not have any signs or symptoms of the disease. Older persons are more likely to have symptoms than children. If symptoms are present, they usually occur abruptly and may include fever, tiredness, loss of appetite, nausea, abdominal discomfort, dark urine, and jaundice (yellowing of the skin and eyes).

Symptoms usually last fewer than two months; a few persons are ill for as long as six months. The average incubation period for hepatitis A is 28 days (range: 15 – 50 days).

How can you prevent hepatitis A?

You should always wash your hands after using the bathroom or changing a diaper and before eating or preparing food.

Hepatitis A vaccines provide long-term protection against hepatitis A and are licensed for use in persons 2 years of age and older. Children and adults need two shots of hepatitis A vaccine for long-term protection. Your doctor or nurse will tell you when to return for the second shot. Immune globulin, a preparation of antibodies, is recommended for short-term protection against Hepatitis A and for persons who have already been exposed to HAV. Immune globulin must be given within two weeks after exposure to HAV for maximum protection.

Who should receive hepatitis A vaccine?

Hepatitis A vaccination provides protection before one is exposed to hepatitis A virus. Hepatitis A vaccination is recommended for the following groups who are at increased risk for infection and for any person wishing to obtain immunity:

- Persons traveling to or working in countries that have high or intermediate rates of hepatitis A
- Children in states, counties, and communities where rates of hepatitis A were/are at least twice the national average during the baseline period of 1987 – 1989
- Illegal-drug users

- Persons who have occupational risk for infection
- Persons who have chronic liver disease
- Persons who have clotting-factor disorders

Can you get hepatitis A from food or water?

You may get hepatitis A by ingesting contaminated food or water. If you would like more information on hepatitis A, the CDC's Hepatitis Branch, Division of Viral and Rickettsial Diseases, Center for Infectious Diseases, now has an automated telephone system that provides information on viral hepatitis, including modes of transmission, prevention, serologic diagnosis, infection control, and statistics. Persons requesting information on viral hepatitis should call the CDC Disease Information Hotline at (404)332-4555. You may also visit the CDC's website at <http://www.cdc.gov>.

HEPATITIS B: PREVENTION AND INFORMATION

Adapted from the Minnesota Department of Health: <http://www.health.state.mn.us> November, 2004

"Hepatitis" means inflammation of the liver. This condition can be caused by drugs, alcohol, chemicals, and viruses that attack the liver, such as hepatitis virus types A, B, C, D, and E. The following information concerns only hepatitis B infection.

How do you get hepatitis B?

Hepatitis B virus is spread when blood or body fluids from an infected person enter another person's body through a break in the skin (e.g. cuts, needle sticks) or mucous membranes (e.g. eyes, sores in the mouth) or through sexual intercourse. In addition to blood, hepatitis B virus can be found in semen, vaginal fluids, and saliva. Hepatitis B virus is not found in urine or feces. Persons who put themselves at risk for getting hepatitis B include those who share needles to inject drugs, sexual partners of injection drug users, and any person who has sex with more than one partner. Hepatitis B can also be spread by ear or body piercing, tattooing, and acupuncture if equipment or needles are not sterilized between uses. Although rare, the virus can be spread if personal items, such as razor blades used by an infected person, are shared with a non-infected person. Employees in jobs

which expose them to human blood may be at risk for hepatitis B infection. Also at risk are persons from certain areas of the world where hepatitis B is common. Children born to mothers who are carriers of hepatitis B virus are at the greatest risk of getting infected from exposure to the mother's blood during birth. Unless vaccinated at the time of birth, these babies can become "chronic carriers," which means they are infected with the virus for life. Between 6 and 10 percent of adults who get hepatitis B can become chronic carriers. As long as the virus is present in the blood and body fluids, the person is infectious.

What are the symptoms of hepatitis B?

The symptoms of hepatitis B disease may develop between six weeks and six months (average time is two to three months after exposure). Symptoms develop slowly and may include tiredness, loss of appetite, abdominal discomfort, nausea, vomiting, and mild fever. Joint pains, muscle aches, rash, and jaundice (yellowing of the skin or eyes) may occur in some cases. Fewer than 1 percent of the people who get hepatitis B die from it during the acute (early) phase. Recovery from hepatitis B may take several months. Some persons who are infected with hepatitis B virus may have only mild symptoms or no symptoms at all. These persons might not know they are infected and might not see a doctor. Persons with chronic hepatitis B infection may later develop serious problems like liver cancer and liver failure.

How do I know if I have hepatitis B?

Blood tests can tell if you are infected with the hepatitis B virus. These tests can also help your physician determine whether you are currently ill with hepatitis B or if you are a chronic carrier.

Is there a treatment for hepatitis B?

Although there is no treatment for the disease, bed rest and an adequate diet are important. Alcohol and medications (unless prescribed by your physician) should be restricted. Follow-up blood tests are necessary to tell if the disease is gone.

How can the risk of spreading hepatitis B be reduced?

- Do not share needles, syringes, or other drug injecting equipment.
- Properly sterilize instruments used to puncture the skin.
- Abstain from sex or have sex only with a mutually faithful, uninfected, or vaccinated partner.
- Maintain good personal hygiene. Do not share toothbrushes, razors, or other personal items.
- Clean and disinfect objects or surfaces that are contaminated with blood or body fluids. Disinfect with a household bleach and water solution (use 1/4 cup bleach in 1 gallon of water).

If you are at risk for getting hepatitis B infection, talk to your physician about the need for hepatitis B vaccine. The vaccine is given intramuscularly in the arm according to the following schedule:

- First dose elected date
- Second dose one month later
- Third dose four to six months after first dose

Injections of hepatitis B immune globulin (HBIG) may be indicated for some exposed persons. Contact your physician or health department for information.

What should I do if I am infected with the hepatitis B virus?

- Tell your medical and dental provider.
- Do not donate blood, semen, or organs.

Who should get vaccinated?

- All infants
- All previously unvaccinated children and adolescents
- All other persons whose lifestyle, occupation, or health condition puts them at risk of getting the disease

HEPATITIS C: PREVENTION AND INFORMATION

Adapted from the Minnesota Department of Health: <http://www.health.state.mn.us> and the Centers for Disease Control <http://www.cdc.gov>, November, 2004.

What is hepatitis C?

Hepatitis C is a liver disease caused by the hepatitis C virus (HCV), which is found in the blood of persons who have this disease. The infection is spread by contact with the blood of an infected person.

What are the signs and symptoms of hepatitis C?

There are no signs or symptoms in 80 percent of infected persons. The other 20 percent may have the following symptoms:

- Jaundice
- Fatigue
- Dark urine
- Abdominal pain
- Loss of appetite
- Nausea

What are the long-term effects of hepatitis C?

Chronic infection will occur in 55-85 percent of infected persons. Chronic liver disease will occur in 70 percent of chronically infected persons. Deaths from chronic liver disease affect 1 to 5 percent of infected persons. Hepatitis C is a leading indication for liver transplant.

How do you get hepatitis C?

Transmission occurs when blood or body fluids from an infected person enters the body of a person who is not infected. HCV is spread through sharing needles or “works” when “shooting” drugs, through needle sticks or sharps exposures on the job, or from an infected mother to her baby during birth.

How can I protect myself from getting hepatitis C?

- There is no vaccine to prevent hepatitis C.
- Do not shoot drugs; if you shoot drugs, stop and get into a treatment program. If you can't stop, never share needles, syringes, water or “works,” and get vaccinated against hepatitis A and B.
- Do not share personal care items such as razors and toothbrushes that might have blood on them.

- If you are a health care or public safety worker, always follow routine barrier precautions and safely handle needles and other sharps; get vaccinated against hepatitis B.
- Consider the risks if you are thinking about getting a tattoo or body piercing. You might get infected if the tools have someone else's blood on them or if the artist or piercer does not follow good health practices.
- HCV can be spread by sex, but this is rare. If you are having sex with more than one steady sex partner, use latex condoms correctly and every time to prevent the spread of sexually transmitted diseases. You should also get vaccinated against hepatitis B.

If you are HCV positive, do not donate blood, organs, or tissue.

How is hepatitis C treated?

- HCV positive persons should be evaluated by their doctor for liver disease.
- Interferon and Ribavirin are two drugs licensed for the treatment of persons with chronic hepatitis C.
- Interferon can be taken alone or in combination with Ribavirin.
- Combination therapy, using pegylated interferon and Ribavirin, is currently the treatment of choice.
- Combination therapy can get rid of the virus in up to five out of 10 persons for genotype one and in up to eight out of 10 persons for genotypes two and three.
- Drinking alcohol can make your liver disease worse.

For information on viral hepatitis:

Persons requesting information on viral hepatitis should

- Call the CDC Disease Information Hotline at (404) 332-4555.
- Visit the CDC's website at <http://www.cdc.gov>.
- Send an email inquiry by visiting the following website: <http://www.cdc.gov/netinfo.htm>.

SEXUAL MISCONDUCT/VIOLENCE INFORMATION

Sexual Misconduct/Violence

IPR is committed to providing awareness of rape, acquaintance rape, other forcible and non-forcible sex offenses, domestic violence, dating violence, sexual assault, stalking and sexual harassment. Such behaviors are defined as sexual misconduct when there is not a clear indication of mutual consent, defined as intelligent, knowing, and voluntary consent and does not include coerced submission. "Consent" shall not be deemed or construed to mean the failure by the alleged victim to offer physical resistance to the offender. At the point of enrollment or employment, all students and employees of Institute of Production and Recording receive information to promote awareness of sexual misconduct and violence. In addition, all students and employees receive this information annually.

Definitions

"School community" is defined as all enrolled students, whether part- or full-time, and all employed faculty, instructors, staff and administrators of Institute of Production and Recording.

"Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors in return for preferential treatment (quid pro quo harassment) and other verbal, visual or physical conduct of a sexual nature in the workplace (hostile work environment) when either of the following exists:

- Submission to such conduct is explicitly or implicitly a term or condition of an individual's employment or academic advancement.
- Such conduct has either the purpose or effect of interfering with an individual's work or academic performance or creates an intimidating, hostile or offensive working or academic environment.

State laws separately define criminal sexual activity to include sexual conduct, contact or penetration, which is carried out under coercion or through a position of authority or in certain other circumstances, as a criminal act. Any potential violation of the criminal law is defined herein as **"sexual violence."**

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

Domestic Violence: A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a current or former cohabitant with the victim; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Sexual Assault: An offense that meets the definition of rape, fondling, incest, or statutory rape.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others, or suffer substantial emotional distress.

Complaint procedures

Students who believe they have been sexually harassed or have been the victim of sexual misconduct should issue complaints according to the procedures below. The complaints shall remain confidential. Specific circumstances, including the names of any people involved, will not be reported to the involved parties without the written permission of the complainant. Annual recordkeeping and reporting will be performed in a manner so as to withhold identifying information about the victim. Complaints will be resolved as quickly as possible, within 60 days or the institution will notify all parties regarding the delay and the students will be kept informed of the status of their complaints during the process.

No retaliatory actions may be taken against any person because she or he makes such a complaint or against

any member of the school community who serves as an advisor or advocate for any party in such a complaint. No retaliatory actions may be taken against any member of the school community merely because she/he has been the object of such a complaint. Students or employees who witness or report an incident of sexual assault in good faith will not be penalized by the institution for admitting in the report to a violation of the institution's student conduct policy on the personal use of drugs and alcohol.

A student who files a complaint should do so with the campus director. The complaint should be reported as soon as possible and should be as specific and detailed as possible. It is important to preserve any evidence that may be present in the case that proof of the action is necessary or an order of protection is sought. The complaint shall remain confidential unless permission to release identifying information by the complainant is granted or the panel is unable to investigate the claim adequately without full disclosure of the confidential information. All complaints will be investigated by a panel of at least three individuals, who have been trained on how to investigate, who will thoroughly review all facts pertinent to the situation in an expedient manner and who do not have conflict of interest or bias for or against the accuser or the accused. During the investigation, the complainant or subject of the complaint are entitled to the same opportunities and rights and have equal opportunity to be accompanied by a support person or advisor of the individual's choice. The institution will include timely notice of meetings at which the complainant or subject of the complaint, or both may be present. The institution will also provide timely and equal access to all parties involved in the investigation to any information that will be used during disciplinary meetings. The committee will utilize preponderance of evidence to determine the final outcome of the complaint. Upon completing its investigation, the panel will issue a finding and, in writing, describe its investigative methods, the results of the investigation, the proposed action to be taken, and when results of the investigation become final. This report will be released simultaneously and separately signed by both the complainant and the subject of the complaint with identifying information redacted in

cases where confidentiality has not been released by the complainant. In addition, the complainant and the subject of the complaint will receive the procedure to appeal the results of the investigation and any change to the result that occurs prior to the time that such results become final. Documentation of the complaint, investigation and findings, and recommended corrective action will be maintained by the campus director.

Victims also have the option to notify appropriate law enforcement authorities or to decline campus notification to such authorities. If a victim so chooses, campus officials will assist the victim in notifying appropriate authorities.

Where orders of protection, no contact orders, restraining orders, or similar law orders have been issued by a criminal, civil, or tribal court, IPR will honor such orders. Similarly, IPR reserves the right to issue orders of disallowing access to the campus and facilities owned by the school. During and after the process of the investigation the institution will cooperate with law enforcement agency, at the request of the victim, in victim having no contact with the subject of the complaint, such as transferring student into different sections of classes or providing student with an alternative schedule.

Recommended corrective action

Any student who is found to have engaged in the sexual misconduct or violence of a member of the educational community will be sanctioned appropriately up to and including permanent expulsion from school. Sanctions may include actions such as conduct warning, probation, taking time off of school or training.

The institution will make every attempt to support the victim in his/her academic pursuits after the report of an alleged offense. Available options will be presented to the victim and, if requested, will be made as soon as reasonably possible.

The panel has no power to take corrective action beyond making a recommendation. Corrective action will be taken only by the VP of Operations, the president or his designee. In the event that the president is the subject of the complaint, a previously identified designee of the president may take corrective action.

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

False charges

If the panel determines that a complaint was made with knowledge that the facts were false, the panel shall so notify the VP of Operations, the president or that person's designee and may recommend appropriate disciplinary action for the complainant.

Sexual violence

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

Rights of harassment and sexual misconduct victims

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

Before and after the investigation process all victims will be treated with dignity. The institution will not suggest that the victim was at fault for the crime nor will the campus authorities suggest different actions in order to

avoid the crime. The victim may decide when to repeat the description of the assault. The institution will provide the victim with local advocacy resources.

Victims who choose to transfer to another postsecondary institution will be provided contact information along with resources at the new postsecondary institution. The victim, upon request, can have a description of the incident as reported to the institution provided to him or her for the new postsecondary institution.

Bystander Intervention

Bystander intervention is a powerful tool that can be used to assist in deescalating a potentially harmful situation. We encourage all students to speak out against all forms of sexual violence and to be an advocate for prevention. Minimally, all students are encouraged to model respectful behavior to help promote a supportive educational environment. Should you find yourself a witness to the potential victimization of another, some forms of bystander intervention that you may utilize include:

- 1) Distract: Redirect the focus of either party through a distraction to attempt to get the behavior to discontinue
- 2) Direct : Confront the harmful behavior directly, so the potential victim is empowered to leave the situation or the perpetrator can make the choice to stop. This can include stepping in to separate the Individuals and using assertive language.
- 3) Delegate: Request the assistance of others to help take charge of the situation
(adapted from Darley, J.M., & Latane', B. Journal of Personality and Social Psychology, 8, 377-383)

Risk Reduction

Critical to ending violence and maintaining a safe environment is recognizing and avoiding abusive behavior. Abuse can surface in many ways (emotional, verbal, psychological, sexual, and physical). Some warning signs of abuse area:

- 1) Frequent yelling directed at a partner
- 2) Blaming partner for own faults

- 3) Name-calling
- 4) Consistently accusing partner of infidelity
- 5) Kicking, holding, slapping, and scratching
- 6) Forcible sex (e.g., wanting sex after hitting)

Sexual misconduct/violence resources

For information regarding local resources including counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victim, please seek out your campus' campus director. The following services all have advocates available 24 hours a day. The advocates are on call and are trained to help victims with legal and medical procedures involved in a sexual misconduct. Some have other counseling services as well. Call for specifics.

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

Local Police Departments

See Security Phone Numbers in the Emergency Information section, page 11.

Campus Advocates

Trey Wodele, Nathan O'Brien

Sexual Harassment/Violence Panel

A formal appeal or complaint will be evaluated by a panel composed of two advisors from schools other than where the appeal/complaint originates, and minimally include two deans of students and two campus directors. All campuses should be represented on the panel. If a member of the pool of panelists is the defendant in a complaint, that individual will be ineligible for selection.

VIOLENCE AND CRIME PREVENTION INFORMATION

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics

The following procedures for reporting campus crimes have been outlined. Updated information is sent to all students via email on October 1 of each year.

Reporting a Crime

Students and faculty members who need to report a crime should notify one of the following administrators as soon as possible after the occurrence of the suspected crime: campus director, director of admissions, director of career services, associate campus director or front desk personnel.

A student who wishes to report a crime and who cannot immediately locate an administrator should report the crime through the main reception desk. The receptionist will immediately convey important information related to the crime to appropriate authorities.

A student needing immediate assistance should first report to the reception desk. At the earliest possible opportunity, one of the administrators should be notified.

IPR does not have licensed counselors or pastoral counselors on staff. Any information reported to an IPR official will be held in confidence at the victim's or witness's request.

Response to a Reported Crime

Upon being informed of a crime, school officials and administrators will notify appropriate law enforcement agencies. Nonemergency notifications will be made through the campus director. Emergency notifications and any crime requiring immediate investigation will be reported directly to the appropriate police departments. A record of all reported crimes will be maintained in the office of the campus director. School officials will notify the students and employees of The Institute of Production and Recording regarding the occurrence of a crime within 72 hours of being informed of the crime. This notification will be sent via email to all employees and students.

Law enforcement authority

The ultimate authority for law enforcement on campus is the local police department. IPR officials have the authority to contact the local police to request assistance in preventing or reacting to crime within or in the immediate vicinity of school facilities. The campus director is the campus coordinator of security issues. The individuals mentioned above are not authorized to arrest individuals. The officials at IPR have a strong working relationship with the local police and work in partnership to offer students and employees the safest possible environment. IPR also maintains a relationship with the state police. In addition to helping provide a safe environment, other reasons to maintain close working relationships with the state and local police are to ensure that the statistics disclosed to students and employees are accurate and to ensure that should there be a risk to the campus community. IPR can issue timely warning reports to the campus community.

Programs on Campus Security Procedures and Crime Prevention

At the time of enrollment or employment and annually thereafter, students and employees of IPR receive information regarding campus security procedures. The school newsletter will also publish information regarding personal security measures. In addition, at quarterly orientation sessions, the campus director will present information regarding the prevention of crimes. All new students and all employees are required to attend the quarterly orientation sessions.

Students and school employees are encouraged to be aware that they are responsible for their own security and the security of others. School officials and local police officers are available to discourage crime on campus and assist crime victims but individuals should be aware that the best prevention for crime is to avoid at-risk situations. The following simple guidelines can help individuals decrease the potential of being victimized:

- 1) Do not leave personal items unattended or out of sight.

- 2) Do not bring expensive items or larger than necessary amounts of money to school.
- 3) Minimize time spent alone in isolated areas.
- 4) Know where and how to obtain assistance if you need it.
- 5) If you have a concern for your personal safety while on campus, see the receptionist and an escort will be provided for you.
- 6) Report suspicious or unusual activity to a school administrator or the receptionist. The receptionist will immediately pass along this information to the appropriate authorities.
- 7) Lock your car and take the keys with you.

Monitoring and recording criminal activity

All reported crimes and other security problems are directed to the office of the campus director for entry into the official school crime log. Statistics are gathered on a quarterly basis from the local police department, the state police department to ensure the statistics is accurate, and the information is provided in a timely manner to the campus community. The timely reporting requirement is to provide the information to the campus community should there be some degree of risk to the campus community. This information is posted on the student bulletin boards and sent electronically to students and instructors. Individuals responsible for collecting and disseminating this information are listed in the Reporting a Crime section of this document. In addition, information is compiled annually in compliance with definitions used in the Federal Bureau of Investigation's Uniform Crime Reporting System, Hate Crime Data Collection Guidelines, and the Training Guide for Hate Crime Collection. This information is reported electronically to the US Department of Education in the annual security report, which is due October 1st of each year and contains the required crime statistics for the three calendar years preceding the year in which the report is disclosed.

STUDENT RESOURCE APPENDIX

CITY OF MINNEAPOLIS INFORMATION TRANSPORTATION

METRO TRANSIT

- General information, (612) 373-3333
- 24 hour departure times for all routes, (612) 341-4287
- TTY route and schedule information, (612) 341-0140

TAXI CABS

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

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

WORKOUT CENTERS

YMCA

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

YWCA

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

RECREATIONAL ACTIVITIES

UNIVERSITY OF MINNESOTA ATHLETIC EVENTS

24-hour recorded information,
(612) 624-8080

SPORTS TICKET OFFICES:

- Gophers (University of Minnesota teams)
(612) 624-8080
- St. Paul Saints (minor league baseball)
(651) 644-6659
- Timberwolves (professional basketball)
(612) 337-3865
- Twins (major league baseball)
(612) 338-9467
- Vikings (professional football)
(612) 338-4537

SPIRITUAL RESOURCES

Greater Minneapolis Council of Churches

(612) 721-8687

www.gmcc.org

Jewish Community Relations Council

(612) 338-7816

www.jewishminnesota.org

Islamic Center of Minnesota

(763) 571-5604

www.islamiccentermn.org

Hindu Society of Minnesota

(763) 425-9449

www.hindumandirmn.org

Minnesota Zen Meditation Center

(612) 822-5313

www.mnzencenter.org

MEDICAL CARE

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

HENNEPIN COUNTY MEDICAL CENTER

- 701 Park Ave., Minneapolis, General Information
(612) 873-3000
- Urgent Care - (immediate, non-Emergency Room care)
(612) 873-5555
Hours: 10 a.m.- 10 p.m.
Must register before 8 p.M. to receive treatment
- Emergency Room
(612) 873-5683
- Suicide Prevention
(612) 873-2222
- Crisis Intervention Center
(612) 873-3131
- Phone line for directions
(612) 873-9800

MEDFORMATION

Finding a Provider, (612) 262-3333

PLANNED PARENTHOOD

- 1200 Lagoon Avenue (Uptown Clinic),
(800) 230-PLAN

UNITED WAY 211

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

COMMUNITY INVOLVEMENT

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

Voter registration forms are available at:

<http://mnvotes.sos.state.mn.us/voterRegistration/voterRegistrationStep1.aspx>

General information on issues that impact young adults is available at:

United States Elections Assistance Commission

<http://www.eac.gov/voter>

MTV Rock the Vote

<http://www.rockthevote.com/home.html>

LAB POLICIES 5/1/2016

Lab Office Direct Dial: 612-244-2825

COMPETENCY TESTS

- 1) Students must demonstrate competency prior to booking time in any studios by passing a Competency Test from the lab office. Students who attend or pass midterms/finals in certain classes will also be granted either full or limited access to certain rooms. See your instructor for details. There is no competency exam necessary to use the labs 3-6.
- 2) Tutorials for each room are available with the lab staff, and you are encouraged to schedule one or more prior to taking a Competency Test. Tutorials will be listed on the booking calendar at the lab office.
- 3) If you are not in a class that grants competency through attendance, midterms, or finals, you must pass a competency test from the lab office. See the lab staff to book your Tutorials and Competency Tests.
- 4) Studios are available based on student seniority as follows:

Audio Production and Engineering Degree Students

Studio 4 – Quarter 1, Week 1

Studio 5 – Quarter 2, Week 1

Studio 3 – Quarter 2, Week 1

Studio 1 – Quarter 4, Week 1

Studio 2 – Quarter 4, Week 1

Master Mix A Capstone Class Enrollment Only

Master Mix B Capstone Class Enrollment Only

STUDIO BOOKING

Students and alumni users are responsible for the quality and execution of their projects and work completed in IPR studios and labs. Studio usage is subject to review by designated college staff members. Code of conduct policies apply to all studio users including guests and visiting artists.

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

EVEN NUMBERED STUDIOS: (MMX B, 2, 4)

Mon – Fri: 6-8 p.m., 8-10 p.m., 10 p.m -12 a.m., 12-2 a.m., 2-4 a.m.

Sat & Sun: 8-10 a.m., 10 a.m. -12 p.m, 12-2 p.m, 2-4 p.m, 4-6 p.m, 6-8 p.m, 8-10 p.m., 10 p.m.-12 a.m., 12-2 a.m., 2-4 a.m.

ODD NUMBERED STUDIOS: (MMX A, 1, 3, 5)

Mon – Fri: 5-7 p.m, 7-9 p.m, 9 p.m -11 p.m, 11-1 a.m., 1-3 a.m.

Sat & Sun: 9-11am, 11am-1 p.m, 1-3 p.m, 3-5 p.m, 5-7 p.m, 7-9 p.m, 9-11 p.m, 11 p.m -1am, 1-3 a.m., 3-5 a.m.

- 3) To guarantee availability, students are encouraged to pre-book studio time a week in advance (students need not pre-book time in labs, only studios).
- 4) Each week students will be allowed to pre-book one block of time for the following week (Monday through Sunday), in any room for which they have passed a Competency Test. Students needing more than one two-hour block of time are encouraged to book in groups of two or more.
- 5) In order to ensure senior students priority in booking, students will be allowed to pre-book time in those rooms for the following week beginning at the following times:
Quarter 4 and Up Beginning Mon. at 9 a.m. – 5 p.m.
Quarter 3 Beginning Tue. at 9 a.m. – 5 p.m.
Quarter 2 Beginning Wed. at 9 a.m. – 5 p.m.
- 6) Beginning Thursday at 9 a.m. eligible students will be allowed to pre-book an additional two hours of any remaining time in studios for the current week.

- 7) If any student has a session start with no one booked in the time directly following his or her booked time, he or she may extend the booking by a maximum of four hours; this can only be done at the start of a session.
- 8) Special advance or extended booking may be made available for class related projects (mid-terms and finals) only. Your instructor will explain the parameters for these “project sheet” bookings.

Studio Etiquette and Security

- 1) Check in/out procedures will include handing in a form of Picture identification for all students and guests at the start of each lab period. Without this identification, students will not be granted access to the labs. Students and guests will have their IDs returned to them after all checked out items have been returned, and the lab staff has determined the condition of the room and gear. This applies to all students and guests.
- 2) All guests must be directly involved in a session to have access to the building and must be accompanied by a student or instructor at all times. Guests are not allowed to handle or operate any IPR gear including (but not limited to) computer systems, consoles, microphones, outboard gear, etc. The ONLY exceptions are keyboards or other instruments checked out from the lab staff to be used for performance on a session. If any guests are found to be in infraction of this policy, they and the student they accompany will be removed from the facilities.
Remember, YOU are directly responsible for the actions of those whom you bring into the facilities.
- 3) No door to the facility should ever be propped open for any reason, for any length of time. If you need to load in equipment, please contact a lab instructor for assistance.
- 4) Please avoid leaving any room empty and unlocked for any length of time. If you must leave the room for a while, please lock the door behind you and have a lab instructor let you back in when you return.
- 5) There will be **no food or drink allowed in the studios at any time**. The only exception is bottled

water with a cap; this will be allowed for talent only in the performance area. **There will be no food or drink allowed in labs 1-6 or Mix/Edit Labs due to nearby technology.**

- 6) No student should be behind any console or outboard rack for the purpose of keeping all wiring neat and tidy (Studio 4 being the exception).
- 7) All students are required to leave the room in cleaner condition than they found it. All chairs should be stacked, trash should be off the floors and surfaces, applications should be closed, projects should be saved to a storage drive (not the desktop), studio monitors should be turned down and muted, and all consoles and outboard equipment must be zeroed out. Microphone stands should be broken down with the threads facing up and neatly placed in a row. Please follow the performance area layout diagrams located in each room. Microphone and other cables should also be wrapped properly. You will not be allowed to leave your lab until these things have been completed.
- 8) Remember that ALL studio equipment and gear are delicate tools and should be handled as such. Any careless use of the equipment will result in immediate loss of lab privileges and fiscal responsibility for any loss or damage. If you notice any damage to the equipment, you should immediately notify the lab staff or you may be held responsible for it yourself.
- 9) No student or graduate should be installing or changing permanent settings on any software. Also, no student or graduate should be changing any connections or hardware configurations without the lab staff’s explicit consent. If you must change something for your session, please consult the lab staff for help and be sure that it gets changed back at the end of your session.
- 10) IPR will not be responsible for the storage and security of personal items left on the premises.
- 11) Students are responsible for backing up their projects. Drives can and will be cleared DAILY to prevent drive clutter, so please back up all materials.

- 12) IPR does not have parking available for students; please see the admissions department for local parking options.
- 13) While on campus, students must wear proper attire at all times, which includes pants/shorts, shirts, and proper footwear.
- 14) No one under the age of 16 may access the facility unless with a legal guardian. If a minor is a guest of a student, a written note must be presented to the lab manager or lab supervisor at least one day beforehand to be approved. This must include the legal guardian's name and signature, minor's name, date, times, and specific rooms that the minor will be accessing. The campus director may also approve the session if lab management is not available.

No Shows, Cancellations, and Tardiness

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

Prior Students (Drops)

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

Ineligibility

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

Alumni Booking

All graduates in good standing will be eligible to book time in IPR studios and use computer lab stations for up to 3 quarters from program completion. Alumni booking eligibility begins upon graduation and only applies to those who are not actively enrolled in the college.

To be eligible you must meet all academic, financial, and placement obligations required for successful completion of your degree and complete current registration process as provided by the lab manager.

If you have any questions regarding this opportunity, please contact the lab office at: 612-244-2825.