

# School Catalog

Volume xxvi



## Motion Picture Institute

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### CATALOG POLICY

It is the policy of Motion Picture Institute to provide a copy of this catalog to all prospective students prior to signing a student enrollment agreement. Students can also access a digital copy through the school's website and may request a printed copy from the school. Prospective students are encouraged to review this catalog prior to signing an enrollment agreement.

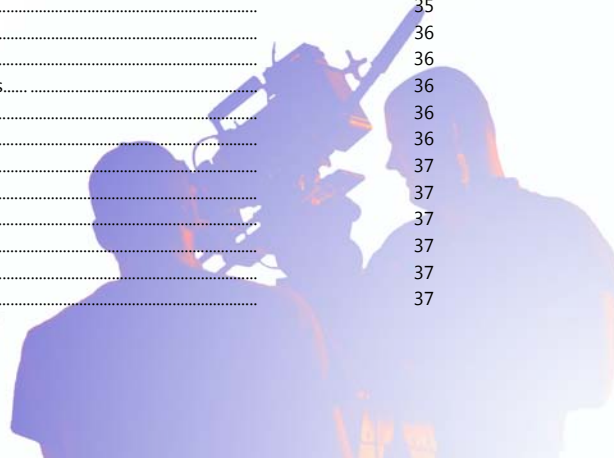
The school catalog is updated as needed, but between new volumes, it may include addendums to the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the updated catalog, those changes shall be reflected at the time they are made in these addendum accompanying the catalog.

For the purposes of brevity, the term MPI shall refer to Motion Picture Institute throughout the catalog.

Effective Date of this Catalog is October 11, 2023

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# Train Here, Go Anywhere

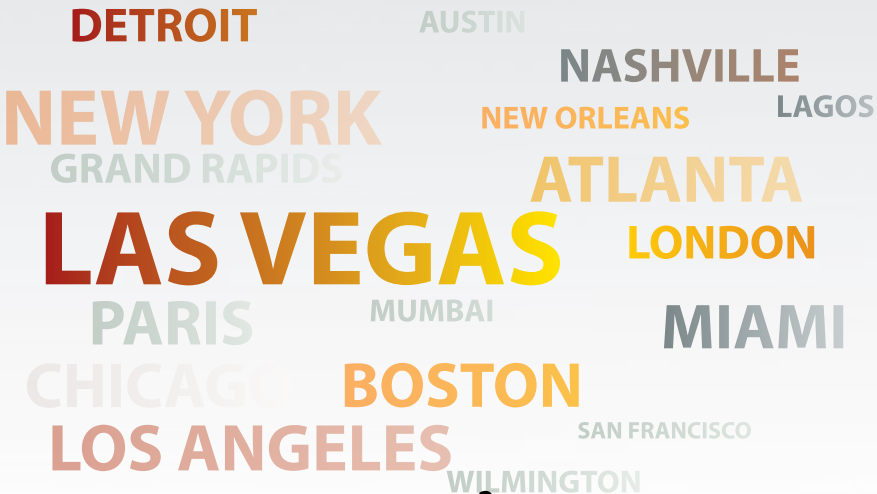
Motion Picture Institute graduates are working all over the world from New York to Bangladesh. The practices and skills learned in our programs translate to any part of the film, television, or digital media industries that now encompass the globe.

**Our mission** is to offer aspiring filmmakers a training ground from where they can develop their craft, access professional tools of the trade and determine a logical career path all within a cost effective and supportive environment. Working industry professionals teach life skills and core values to mold our students for careers in the entertainment industry. By offering continuing career assistance and mentoring, we empower the next generation of creative entrepreneurs while meeting the needs of potential employers or clients.

We achieve this by immersing our students in a studio classroom where they learn from industry tested veterans, on set, using up-to-the-date motion picture equipment. We evaluate performance in a safe and nurturing atmosphere where critical but constructive feedback is given. Our curriculum teaches the principles and foundations of the art then tests their comprehension and acumen through accomplishment. Our dedicated instructors encourage students to explore their interests so that they may find their creative voice and develop talent in their chosen area of expertise in a field they are passionate about.

Film, television and digital media are an entertainment medium, but also a business. Our programs offer the life skills for pursuing and maintaining work in this freelance environment. We further provide to our graduates, services dedicated to getting a start with their careers.

Motion Picture Institute stays current with technological advances and is a hands-on training ground that stresses production techniques over theory. Most importantly we challenge students' imagination in a creative environment with personalized attention. Our certificate program prepares them for a successful career in film, television and digital media industries anywhere they decide to go.



# Motion Picture Institute History

In October of 1995 a group of Michigan film professionals lead by filmmakers Doug Schulze and Kurt Eli Mayry founded MPI of Michigan Inc. or The Motion Picture Institute of Michigan. Their aim was to establish a one year vocational program that would train aspiring filmmakers in the art and craft of screenwriting, directing, producing, cinematography, and editing. The Motion Picture Production Program offered an intensive hands on education on set with professional equipment. The program required that each student to make their own films under the philosophy that you can only master filmmaking by making films. Graduates of MPI are assisted in finding work in film, commercial and television industry. The Motion Picture Production Program inaugural class began September 14, 1998 GTN studios, a commercial production facility in Oak Park, Michigan..

In the fall of 1999 the school expanded its curriculum and moved into a 20,000 square foot production facility currently located in Troy, Michigan. In 2012 the school became known just as Motion Picture Institute.

## Sanctions and Approvals

Motion Picture Institute is a for profit proprietary school offering a certificate for The Motion Picture Production Program.

Motion Picture Institute is nationally accredited by The Accrediting Commission of Career Schools and Colleges (ACCSC).



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

MPI is Licensed by the Michigan Department of Labor and Economic Opportunity Certificate No. P333103

Motion Picture Institute is authorized by the Michigan State Approving Agency and the Department of Veteran's Affairs for Veterans Education Benefits and the GI Bill ®.

## Affiliations and Memberships

Ohio-Michigan Association of Career Colleges  
Digital, Animation, Film and Television (DAFT)  
Michigan Student Film Festival





## Troy Campus

Motion Picture Institute is located in Troy, Michigan a northern suburb of Detroit. Troy is a bustling suburb at the heart of the tri-county metro Detroit area featuring a vibrant downtown, business district, restaurants, shopping centers and apartments.







## Facilities

The school campus operates inside a former commercial production facility and occupies approximately 18,775 square feet that features a 6,000 sq ft soundstage, a 1,440 sq ft insert stage, a 3,003 sq ft scene shop, equipment bays, learning resource center, screening room, audio suite, conference room, cafe and kitchenette.



## **Stage A**

MPI's stage is a 1,440 sq foot insert stage with 20' high ceiling deck, stage electrical and is equipped with grip, electric and lighting units. This stage is used for classroom instruction and film productions. The stage is equipped with a small stand alone set used for demonstrations, lab assignments and student film projects.

## **Stage B**

The MPI soundstage is a 6,000 sq foot freespan production space with a 20' high ceiling. A 18' high "L" shaped cyc wall enables students to shoot greenscreen, white, gray and black backgrounds. The stage also has a rolling greenscreen wallsfor mobile shots.

The stage is equipped with stage electrical to power the school's assortment of 5k, 2k and 1k lighting fixtures including fresnels, florescents, LED and HMIs. The Stage is used for classroom instruction, in-class productions and is accessible for individual student film productions throughout the year. It is equipped with a camera crane, matthews dolly, Mole Richardson & Arri Lighting, c-stands, hi-rollers, flags, frames, butterflies, apple boxes, grip clamps , sandbags, carts, and gel packages.

## **Scene Shop**

The scene shop is a space that is used to fabricate and store movie sets pieces, set dressings, props, scenic backing and tools. The shop has extra space to serve as a small stage for shooting film project.



## **Post Audio Suite**

The Post Audio Suite features an workstation utilizing the Adobe Premiere suite, Davinci Resolve and the Fairlight DAW system. The room has 5.1 surround sound monitoring with a large screen video monitor for image playback. Within the suite is a sound proof booth that is used for ADR, voice over, loop groups, foley and sound effects recording.

## **Screening Room**

The Screening Room is designed as a classroom for lectures, group discussions, screening student film projects and conducting crew meetings. The room comes with a digital projection system and a 5.1 surround sound system. Seats up to twenty-six students.

## **The War Room**

The War Room is a conference style space with a large twelve foot table with seating for up to ten individuals. The space comes with a white board, cork board, floor power a 4K monitor with computer connectivity. Students utilize this space to plan productions, conduct table reads and call backs for casting actors.



## Learning Resource Center

The Learning Resource Center contains a collection of film and acting texts, equipment manuals, screenplays, and hundreds of films on dvd and bluray. The center includes five dual monitor computer workstations with Davinci Resolve, Final Draft and Movie Magic Scheduling software. The computers are connected to the internet so students can do research on-line.

## Loubert Cafe'

Is named after Eric Loubert, a prolific filmmaker and MPI grad who passed away in 2014. The cafe is for everyone who needs a break, quiet time, social time and offers students a place to relax and focus. The cafe comes with complimentary coffee and popcorn. Beverages and snacks are available from two vending machines.

## Galley

The Galley is a kitchenette with a sink, refrigerator, microwave, coffee maker, and Keurig for students to prepare snacks, make something to eat or stash their lunches til break.







## Equipment

The school offers a wide variety of production equipment as part of its learning resource system for students to train and use on their film projects. Each year MPI invests in new technologies while maintaining its traditional and established film hardware. The school armory houses a multitude of camera, lighting, audio and grip equipment packages. MPI provides students with all their gear needs for the program.

Camera systems include: RED Dragon-X 6ks, RED Scarlet MXs, RED ONE MX 4.5k, Canon C100 Mark ii digital cameras, Zeiss prime lens kits. Angenieux, Canon, Tokina, RED cinema zooms, Follow focuses, matteboxes and filters. Manfrotto tripods, baby sticks, hi-hats. 7" and 21" HD field monitors. AC Kits with slates, light meters, camera tape etc. JVC 4k camcorders, GoPros and Canon DSLR cameras. Film cameras include 16mm Arri16SR, Arri16S, CP16 Bolex systems and 35mm Arri camera system.

Field audio kits include: Zoom F4 recorder/mixers kits, Zoom F3 mini recorders, Sound Devices 302 Mixer, Zoom H4n recorders with Shure FP-33 mixers, RODE Wireless GO II lav kits, Audio Technica shotgun mics & wireless mics, Sennheiser wireless mic systems, headphones, amplifiers, boompoles, shock mounts, pistol grips, windscreens and blimps/zeppelins.

Lighting systems include: Arri portable light kits, Kino Diva LED panels, Kino Flo 4 bank and 2 bank kits, Arri 2k and Mole 2k lighting, Mole 5k lighting units and HMI.

Grip and Electric systems include: Matthews doorway dollies, skater dollies, sliders, jibs, camera crane, c-stands, hi-rollers, 12x frames, 8x frames, 6x frames, 4x frames, butterflies, flags, silks, scrims, nets, griflons, reflectors, greenscreen, mafer & cardellini clamps, pigeon plates, risers, dimmers, stingers, appleboxes, sandbags, distro boxes, and gel packages.



## **Admissions Requirements**

Applicants seeking admission can apply anytime prior to the start of a program. Applicants are required to submit the following:

1. Completed application form.
2. Proof of a high school diploma, general education development (GED) certificate, or documentation that the applicant has completed homeschooling at a secondary level as defined by state law (see below for details)
3. Personal essay.
4. Letter of recommendation.
5. Attend application interview (can be in person or virtual).

## **How to Submit**

1. Applications can be submitted on-line at [www.motionpicture.edu](http://www.motionpicture.edu).
2. Official Transcripts must show that the applicant has earned a high school diploma or a general education development (GED) certificate. Contact your school to have the transcripts sent to [admissions@motionpicture.edu](mailto:admissions@motionpicture.edu). Some schools use on-line services such as [www.parchment.com](http://www.parchment.com) or National Clearing House. These are acceptable alternatives.

Applicants with a recognized equivalent of a high school diploma, such as a general educational development (GED) certificate or other state sanctioned test or diploma-equivalency certificate must submit an official copy of their diploma or documents.

Applicants who have completed secondary school education in a home-school setting which qualified for an exemption from compulsory attendance requirements under state law, if state law does to require a home-schooled student to receive a credential for their education, must submit an official copy of their completion credential or a self certification that he/she received a state credential.

3. Personal Essay. Essays should describe your passion and career goals for work in the film industry as a film professional. Describe how you see your course of study at the school will enable you to achieve these goals. Essays should be at least 250-words. Be sure to include your name and the date. Essays can be sent in the form of an email, or as an attachment to an email sent to: [admissions@motionpicture.edu](mailto:admissions@motionpicture.edu). A printed copy can also be mailed to the address above.
4. Letter of Recommendation. Must be from a non-family member (e.g. employer, teacher, clergy, family friend, etc.) attesting to your character and ability to complete the program.
5. Application Interview. All applicants seeking admittance into a school program are required to attend a personal application interview. Applicants are contacted by MPI to schedule this meeting once they have submitted their application, personal essay and letter of recommendation. The meeting may be in person or via on-line.

Applicants must submit material 1 thru 4 and attend the application interview #5 above to be eligible for acceptance. Incomplete applications will not be considered until all materials are received.



## **High School Seniors**

High school seniors may submit their most recent transcripts. In order to complete enrollment, a final transcript must be received upon graduating (and clearly indicate the graduate status.)

## **Acceptance**

Applicants must meet the admissions criteria and a complete application must be approved by the Admissions Committee. MPI is a private institution and reserves the right to deny admission to any individual who, in the judgment of the school and President, does not possess the ability to be successful in the chosen program of study or who poses a threat to the educational environment.

Students accepted into the program will receive a letter of acceptance and a student enrollment agreement that details the terms of the students' enrollment. Students can expect notification from the MPI admissions office within 10 to 14 business days after receiving a completed application and all materials. Note: High school seniors will receive a conditional letter of acceptance that requires them to submit a final official transcript with a graduation date in order to complete enrollment.

## **How to Enroll**

In order for a student to secure their seat in a program they must sign:

- 1) SIGN the Student Enrollment Agreement and return it to MPI.
- 2) PAY the \$150.00 registration fee and \$350.00 commitment deposit (applied to tuition).

VA applicants who have submitted a Certificate of Eligibility for VA Education Benefits that will cover the deposit and registration fee are not required to make these payments upon enrollment.

Graduating high school seniors may sign a Letter of Intent provided by MPI and submit the commitment deposit to reserve their seat until they graduate and turn in their final official transcript, at which time they may sign the Student Enrollment Agreement. Those under the age of 18 who are interested in enrolling in either program must have a parent or guardian cosign their enrollment agreement..

## **Non Discrimination Policy**

MPI is a post secondary educational institution that admits academically qualified students without regard to sex, gender, age, race, color, national or ethnic origin or handicap and affords them all rights, privileges, programs and other opportunities generally available to students at the institute. MPI does not discriminate on the basis of sex, gender, age, race, color, sexual orientation, national or ethnic origin or handicap in admissions, education, financial aid, employment or other programs and activities.

## **International Students**

Motion Picture Institute is not authorized to accept and enroll international students.

# Cost of Attendance

TUITION AND FEES	Cost
The Motion Picture Production Program Tuition	\$ 17,350.00
Registration Fee	\$ 150.00
Total	\$ 17,500.00

## Individual Courses

Courses at Motion Picture Institute are not offered separately.

## Cost of Living Expenses

Applicants can use MPI’s Net Price Calculator on our website to determine the estimated Cost of Attendance for off campus room/board, transportation and personal expenses depending on whether the student is a dependent living at home, a dependent liverin on their own or are Independent.

## Books and Supplies Expense Detail

**Computer:** Students will need to obtain a computer that can edit video and attend on-line courses. Specifications are available at <https://motionpicture.edu/equipment-needed/> . A workstation or laptop computer designed for gaming typically has compliant specifications. Students must verify its capability with the school’s Enrollment Director. Computers may be either Mac or Windows and vary in cost depending on the make, model and retailer.

*Computer (if student needs to purchase one)..... (approximate cost: \$1,200.00).*

**Software Licenses:** Students will need to obtain the following software licences

- 1. *DaVinci Resolve with Fairlight and Fusion .....(approximate cost \$300.00).  
NOTE: The free version can be used. for the completion of course work.*
- 2. *EP Scheduling Software .....(approximate cost \$185.00).*
- 3. *Final Draft. Screenwriting Software .....(approximate cost 130.00).*
- 

**Media Storage:** Students are required to purchase a portable hard drive to store their film projects. A two terabyte (2TB) drive is recommended with USB 3.0 and an SD Card 64 gigabyte 170 MB/s.

*Hard drive .....(approximate cost: \$125.00).*

## Other Possible Expenses

**Late Fees and Fines:** Students may incur additional expenses that may include equipment fines, learning resource center material material loss, or damage fines.

**Film Project Expenses:** Students will produce two to three short film projects during the duration of the program. Students are subject to incurring expenses related to each film project they produce. These expenses may include but are not limited to: travel, food, lodging, props, and set dressings. These costs are solely dependent upon the demands of the individual script created by the student and may range anywhere from a few dollars to several thousand dollars. MPI makes no estimate as to the cost of these films.

## School Provided Resources

**Textbooks:** MPI has a recommended textbook list available on-line at <https://www.motionpicture.edu/tuition-fees/> including the cost. Prices vary among on-line stores. These textbooks can also be found in the learning resource center which is part of the school Learning Resource System (LRS) and are available for short term checkout.

**Film Equipment:** As part of the learning resource system, MPI provides film, lighting and audio equipment for students to produce their film projects. Usage of film equipment is included in the tuition. MPI offers students the free use of Learning Resource Center computers that have all of the necessary software to complete course work on campus.

# Financing Options

Students have several options for funding tuition and fees.

1. *Out of pocket.*
2. *Federal Student Aid (Federal Student Loans and Grants).*
3. *School Payment Plan.*
4. *Private Education Lender.*
5. *VA Benefits (if you are a veteran).*

## **Federal Financial Aid**

For information and assistance in obtaining institutional information contact our Financial Aid Office at 248-528-1760 or email [admin@motionpicture.edu](mailto:admin@motionpicture.edu).  
For information in obtaining financial aid information contact:

Department of Education - <https://www.ed.gov/>  
Federal Aid Programs <https://studentaid.gov/fsa-id/sign-in/landing>  
Free Application for Federal Student Aid - <https://studentaid.gov/h/apply-for-aid/fafsa>  
State of Michigan - <https://www.michigan.gov/mistudentaid>  
National Student Loan Data System - <https://nsldsfa.ed.gov/login>

**Federal Student Aid includes Pell Grants, Subsidized and Unsubsidized Stafford Loans, and Parent PLUS Loans.**

### **Federal Pell Grants**

The Federal Pell Grant Program provides need-based grants to low-income undergraduate students. Financial need is determined by the U.S. Department of Education which is dependent on the student's expected family contribution, the cost of attendance, the student's enrollment status, and whether the student attends for a full academic year or less. MPI will advise students as to your eligibility after having completed the Free Application for Federal Student Aid (FAFSA). A Federal Pell Grant does not have to be repaid.

### **The Federal Direct Loan Program:**

The Federal Direct Loan Program is a Student Financial Assistance program provided by of the U.S. Department of Education that provides students with a simple, convenient, and flexible way to borrow money to pay for Postsecondary education. Schools that participate in the Federal Direct Loan Program receive loan funds directly from the U.S. Department of Education and disburse them to eligible students. Direct loans are: simple—borrow directly from the federal government; convenient—access Direct Loan resources and your account information online, 24 hours a day, 7 days a week; flexible—choose from several repayment options.

The Federal Direct Loan Program Offers Four Types of Low Interest Loans:

**Direct Subsidized Loans** are awarded based on financial need. The school determines your financial need, in part, from the information provided on the financial aid application. With a Federal Direct Subsidized Loan, the federal government does not charge interest before repayment begins or during authorized periods of deferment (postponement of repayment). Visit [www.studentloans.gov](http://www.studentloans.gov) for more information.

**Direct Unsubsidized Loans** are not awarded on the basis of need. If the student is eligible, they may borrow up to the cost of the attendance minus any other financial aid received. However, students may not borrow more than the maximum annual amount. The federal government charges interest from the time the loan is paid out until the loan is paid in full.

**Direct PLUS** (Parent Loan for Undergraduate Students) Loans help parents pay their dependent children's education expenses. Your parents may borrow up to the amount of your cost of attendance minus any other financial aid that you receive. The federal government charges your parent's interest from the date the first disbursement is made until the loan is paid in full.

**Direct Consolidation Loans** simplify repayment by combining one or more federal education loans into one new Direct Consolidation Loan. If the loans are combined into a Direct Consolidation Loan, the student will have only one loan, one payment point, and one monthly payment.

**Interest Rates:** Federal Direct Subsidized, Federal Direct Unsubsidized, and Federal Direct PLUS Loans are variable and may change each year of repayment. Interest rates for Direct Consolidation Loans are fixed. By law, interest rates will not exceed 8.25% for Direct Subsidized, Direct Unsubsidized, and Direct Consolidation Loans and 9% for Direct PLUS Loans. Presently loan rates are much lower.

## HOW TO APPLY FOR FEDERAL STUDENT AID

### 1. APPLY TO MOTION PICTURE INSTITUTE

The first step is to apply to Motion Picture Institute. Go to our website and complete the on-line application. You will receive a follow up from our admissions office on the next steps.

### 2. COMPLETE THE FAFSA (Free Application For Federal Student Aid)

Federal Student Aid is both LOANS and GRANTS.

Loans MUST be repaid.

Grants do not need to be repaid.

- a. The FAFSA is used to determine eligibility for aid such as grants, federal student and parent loans. Home | Federal Student Aid. Visit the tab "applying for aid" and then complete the FAFAS® Form.
- b. The Federal Student Aid Estimator is a great tool to get an estimate of federal aid. Go to: <https://studentaid.gov/aid-estimator/>
- c. Use the school Net Price Calculator to obtain an estimated for Cost of Attendance. Go to: Net Price Calculator ([motionpicture.edu](http://motionpicture.edu))
- d. To apply for FAFSA go to <https://studentaid.gov/h/apply-for-aid/fafsa> and follow the instructions to complete and submit.
- e. Use our **school code: 042938** to make sure Motion Picture Institute receives your FAFSA.

### IMPORTANT ITEMS FOR VERIFICATION:

- i. You will be asked to submit tax returns for the last two years (if you are a dependent it will include your parents' tax returns). Use the IRS Data Retrieval Tool for Simple Steps to Transfer Tax Information Into Your FAFSA® Form at: <https://studentaid.gov/resources/irs-drt-text>
- ii. Be sure to accurately report your dependency status.
- iii. Be sure to accurately report your marital status.
- iv. Motion Picture Institute must have your social security number on file to match your FAFSA results with your student account. Call us at 248-528-1760 to provide your number (do not email it to us).
- v. Students who have their FAFSA selected for verification must submit the verification documents within 30 days.

Your FAFSA information will be sent to our school for processing. You will be contacted by our financial aid office to review the results for your eligibility or award status. If approved, you will receive an Financial Aid Offer Letter that shows your aid. You may accept or decline the type and amount of aid offered in the letter. You will need to then sign and return the offer letter with any changes.

If any of the items below appear on your Financial Aid Package, they have been offered to you and you must now complete these steps to accept them:

Students who have their FAFSA selected for verification must submit the missing documents within 30 days.

### 3. **COMPLETE AND ACCEPT YOUR AID and Federal Parent PLUS Loan**

Students who are borrowing a Federal Stafford Loan for the first time or have not borrowed in the past 10 years, must complete Entrance Counseling and the Master Promissory Note.

These can both be completed at the following links:

Link to entrance counseling for student borrowers at:  
<https://studentaid.gov/entrance-counseling/>

Link to Parent Plus counseling at:  
<https://studentaid.gov/app/counselingInstructions.action?counselingType=plus>

Link to Master Promissory note [MPN] @ <https://studentaid.gov/mpn/>

Parents applying for the Federal Parent PLUS Loan complete the application at <https://studentaid.gov/plus-app/parent/landing>. Please specify the exact dollar amount.

First-time borrowers or parents who have not borrowed in the past 10 years must complete the Master Promissory Note, which is also available at:  
<https://studentaid.gov/mpn/>

Declaration of Outside Grants and Scholarships

If you receive scholarships from outside of Motion Picture Institute, please notify our admissions office. This WILL impact your financial aid award and is required.

### 4. **FAFSA VERIFICATION OF TAX INFORMATION**

Some students are selected randomly by the Dept of Education for verification of their FAFSA information. If you have been selected, the school Financial Aid Officer must verify the information on your FAFSA. This may include tax return information.

*For example a tax transcript from the prior year is required such as the 2022-23 uses the 2020 tax transcript.*

All required forms and documents will be sent to you so you can print, complete and submit them to our admissions office. Other items for verification may include:

- Dependent Status Verification
- Independent Status Verification
- Marital Status – Parent
- Marital Status – Student
- Citizenship Status

### 5. **FAFSA CREDIT HOUR INFORMATION**

The Motion Picture Production Program is considered a part time program by the Dept of Education based upon the classification as a proprietary vocational program with 676 clock/class hours. As such the Dept of Education prorates the number of credit hours when determining student financial aid awards. The Motion Picture Institute is 33 quarter credit hours when used to factor financial aid. This is not to be confused with the 61.5 academic quarter credit hours students earn upon completing the program.

## **Payment Plans**

MPI offers tuition payment plans which can serve as gap financing for shortfalls in funding from Federal Student Aid or VA Benefits. The tuition payment plan is an interest free separate retail installment contract that abides by state and federal laws and is in compliance with Truth-In-Lending Regulation Z. To apply, the student must obtain and complete both a Self Certification Form and a MPI Payment Plan Application that requires the student to provide personal financial information and documentation. Students with poor or no credit history are required to have a cosigner (guarantor) with good or established credit. MPI makes no guarantees that it can provide payment plans to those students who request it. All payment plans require the commitment deposit. Payment plans that are non-gap (meaning the entire tuition is to be financed) may require an additional down payment before the start of class. Payments begin while the student is in the program and are 12 months or less. Longer term plans may be obtained via Private Education Loans (below).

## **Private Education Loans**

Students are responsible for payment of tuition and course material fees not covered by federal financial aid prior to the start of the program. After exhausting loan opportunities available from the federal aid programs, many students will consider private loan programs as an additional source of funding. [Private education loans](#) are credit-based consumer loans that can be used to pay any post-secondary education related expenses, including tuition and fees, books, and transportation. Always consider your lowest cost options first, including grants, scholarships, and federal student loans.

MPI does not provide a preferred lenders list, we provide students with a list of private education loan lenders that have offered private loans to our students over the past four years. Students should select a private lender of their choice, they are not required to use any of the lenders MPI may have listed. Contact our admissions office or visit our website under the financing section. Students should apply first for Federal Student Aid before resorting to private educational loans. or MPI Payment Plans.

## **Military & Veteran Benefit Students**

Motion Picture Institute accepts payment from the VA for students who qualify. Additional information can be obtained from the the VA Education Benefits website at: [How To Apply For The GI Bill And Related Benefits | Veterans Affairs \(va.gov\)](#) or call VA benefits hotline at 800-827-1000 or VA GI Bill hotline at 888-442-4551.

Eligibility and the amount of active duty or reserve tuition assistance is determined by the branch of the service. Students must independently apply for VA tuition assistance. Tuition is paid directly to the institution in most cases. In instances where benefits do not cover the entire tuition, students can work with the Director of Enrollment to structure a tailored payment plan for the tuition gap. Military Veterans will receive earliest Priority Dates based on their official program registration date and class availability.

## **Scholarships, MET Accounts**

MPI also offers SCHOLARSHIPS to high school seniors via the Michigan Student Film Festival. For information please contact our admissions office. MPI accepts students with Michigan Education Trust (MET) accounts.

## **How To Make Payment**

- In-person: Students can make their payments with the Business Office.
- Over the phone (248)528-1760:  
Credit card numbers can be called in over the phone or through the school website.
- On-line: Paypal payments can be sent to [payments@motionpicture.edu](mailto:payments@motionpicture.edu) (3.4% additional transaction fee added-on)
- Mail: Students can mail checks or money orders to:  
Motion Picture Institute 2040 Crooks Rd, Ste. B, Troy, MI 48084

## **Forms of Payment**

We accept these forms of payment:

- Checks | Personal or Business, Money Order, Cashier's or Official Check
- Direct Deposit
- Credit Card | Visa, Mastercard, Amex, Discover, Paypal  
(subject to a 2.9% credit & 3.4% paypal transaction fee up charge).

We do not accept CASH.

## **Returned Check Policy**

Each personal check that is returned by the bank is subject to a \$35.00 returned check fee.



# School Calendar

## The Motion Picture Production Program

<u>Period</u>	<u>Start Date</u>	<u>Finish Date</u>
Winter 2023		
Orientation	February 15, 2023	
1st Phase	February 20, 2023	May 11, 2023
Break	May 15, 2023	May 19, 2023
2nd Phase	May 22, 2023	August 17, 2023
Break	August 21, 2023	August 25, 2023
3rd Phase	August 28, 2023	November 16, 2023
Break	November 20, 2023	November 24, 2023
4th Phase	November 27, 2023	February 8, 2024
Graduation Ceremony	March 10, 2024	

<u>Period</u>	<u>Start Date</u>	<u>Finish Date</u>
Fall 2023		
Orientation	September 14, 2023	
1st Phase	September 25, 2023	November 16, 2023
Break	November 20, 2023	November 24, 2023
1st Phase	November 27, 2023	December 21, 2023
Break	December 25, 2023	December 29, 2023
2nd Phase	January 2, 2024	March 21, 2024
Break	March 25, 2024	March 29, 2024
3rd Phase	April 1, 2024	June 20, 2024
4th Phase	June 24, 2024	June 28, 2024
Break	July 1, 2024	July 5, 2024
4th Phase	July 8, 2024	September 5, 2024
Graduation Ceremony	September 29, 2024	

<u>Period</u>	<u>Start Date</u>	<u>Finish Date</u>
<b>Winter 2024</b>		
Orientation	March 13, 2024	
1st Phase	March 25, 2024	June 13, 2024
Break	June 17 2024	June 21, 2024
2nd Phase	June 24, 2024	June 27, 2024
Break	July 1, 2024	July 5, 2024
2nd Phase	July 8, 2024	September 19, 2024
Break	September 23 2024	September 27, 2024
3rd Phase	September 30, 2024	December 19, 2024
Break	December 23, 2024	December 27, 2024
4th Phase	January 6, 2025	March 13, 2025
Graduation Ceremony	March 30, 2025	

<u>Period</u>	<u>Start Date</u>	<u>Finish Date</u>
<b>Fall 2024</b>		
Orientation	September 12, 2024	
1st Phase	September 23, 2024	November 21, 2024
Break	November 25, 2024	November 29, 2024
1st Phase	December 2, 2024	December 19, 2024
Break	December 25. 2024	December 29, 2024
2nd Phase	January 6, 2025	March 27 2025
Break	March 31, 2025	April 4, 2025
3rd Phase	April 7, 2025	June 26, 2025
Break	June 30, 2025	July 4, 2025
4th Phase	July 7, 2025	September 11, 2025
Graduation Ceremony	October 5, 2025	



<u>Holiday Schedule</u>	<u>Closed</u>
Thanksgiving Day	November 23-24, 2023 (Thursday-Friday)
Christmas Eve & Day	December 24, 25, & 26, 2023
New Years Holiday	December 30, 31, 2023 / January 1, 2024 (Friday-Sunday)
Martin Luther Birthday	January 15, 2024 (Monday)
Memorial Day	May 27, 2024
Independence Holiday	July 3 & 4, 2024
Labor Day	September 2, 2024
Thanksgiving Holiday	November 28 & 29, 2024 (Thursday-Friday)
Christmast Holiday	December 24-26, 2024
New Years Holiday	December 31-January 1, 2025 (Sunday-Tuesday)
Martin Luther Birthday	January 20, 2025 (Monday)
Memorial Day	May 26, 2025 (Monday)
Independence Holiday	July 4 & 5, 2025
Labor Day	September 1, 2025

# **THE MOTION PICTURE PRODUCTION PROGRAM**

The film industry is vast, ever growing and encompasses a multitude of evolving skill sets. The Hollywood industry requires specialists from screenwriters, directors, cinematographers, electricians, producers, artists, editors; the list goes on and on. Digital media allows for multi-disciplined experts rotating job duties with small tight crews. The Motion Picture Production Program gives students the practical knowledge and hands on experience required to enter and become competent film industry professionals in either scenario.

The consummate film professional knows the entire process from script to screen because it is this knowledge that enables them to control their vision. Therefore, our curriculum takes students through the entire filmmaking process from concept to exhibition while allowing them to specialize and focus on their main areas of interest. Students use current technology to shoot and edit numerous film projects throughout the school year to learn, demonstrate their competencies and reveal their talent. They use established industry methods and practices to work in a crew environment under the supervision of film industry veterans.

Students challenge their filmmaking knowledge and practice their craft through project-based assignments and lab work spanning the entire year. Each student will write and direct his/her own films. They will learn how to properly plan, schedule, budget, cast and design their films before shooting a frame. They edit, mix, grade and polish their final works for presentation and evaluation by their peers and MPI staff. The nature of work in the film industry tends to be short term and on a freelance basis while corporate videography is apt to be long term. As a result, students are then given step-by-step tools in our Film Business and Film Career Preparation courses that guide them into the professional world.

## **Overview**

The Motion Picture Production Program is a certificate program comprised of twenty-two filmmaking courses that consists of 61.5 quarter credit hours spanning forty-six weeks. Students are required to take every course and maintain satisfactory academic progress and maintain good attendance. Students can expect to spend additional time outside of class to be devoted studies, homework and film productions.

## **On-Line Course Delivery**

The Motion Picture Production Program is delivered in a blended on-line and on-campus format. Some of our courses are delivered in a hybrid format meaning some class days are on-line while others are on campus (residential). The on-line component is conducted live or synchronously via Zoom that is accessed through the school's Learning Management System. Some of these classes are recorded for repeated viewing to aid students in mastering a skill or concept. Students will need access to the internet and a computer or mobile device to attend the on-line components.

## **Program Objective**

The Motion Picture Production Program trains students for entry into the motion picture, television and digital media industries with the essential skills to write commercial content, draft screenplays, produce, direct, shoot and edit story driven independent film projects. This training and experience qualify school graduates for entry level job positions on large scale studio productions and television shows as production assistants to working as directors, cinematographers, camera operators & assistants, grips, lighting technicians, field audio recordists, script supervisors, location assistants, production coordinators, assistant directors, editors, digital media videographers, social media specialists and a variety of other positions on smaller indie feature, documentary, music video, and client based commercial projects.

Students are equipped with the ability to move laterally or vertically in pursuit of a specialized position they seek in the long term. This program develops student aptitude in creative collaboration, critical thinking, problem solving, networking, listening and leadership.

# Course Sequence

	Course#	Course Name	Hours Per Day	Days Per Week	Weeks	On-Campus	On-line	Qrt Credit Hours
1st Phase	BCS 100	Basic Camera and Sound	2	1	12	24	00	1.5
	SCN 112	Intro to Screenwriting	2	1	12	12	12	2.5
	DIR 114	Film Directing	3	1	12	36	00	5.5
	CIN 116	Cinematography	2	1	12	24	00	1.5
	PRL 118	Production Lab	4	1	12	48	00	2.5
	EDL 120	Film Editing	2	1	12	12	12	2.5
	PRM 122	Preproduction	1	1	12	00	12	1.5
2nd Phase	SCN 212	Advanced Screenwriting	2	1	12	12	12	2.5
	DIR 214	Directing Actors	4	1	12	48*	00	7.5
	CIN 216	Advanced Cinematography	2	1	12	12	12	1.5
	PRL 218	Lighting for Film	4	1	12	48	00	3
	PRL 219	Motion Picture Sound	2	1	12	12	12	1.5
	EDL 220	Advanced Film Editing	2	1	12	12	12	2
3rd Phase	PRL 316	Camera Department	4	1	12	48	00	3
	PRL 318	Film Art and Design	3.5	1	12	42	00	2.5
	PRL 319	Commercial Media Prod	3.5	1	12	42	00	3
	PRL 350	Thesis Project	3	1	12	09	27	4
4th Phase	SCN 312	Feature & TV Screenwriting	2	1	10	20	00	1.5
	DIR 314	Independent Filmmaking	4	1	10	40	00	7
	EDL 320	Intro Visual Effects	2	1	10	04	16	2
	FCP 400	Film Career Preparation	2	1	10	04	16	1.5
	FCP 410	Film Business	2	1	10	20	00	1.5
Total Program Qrt Credit Hours								61.5
Total Weeks								46

\* Denotes four additional hours on a Saturday allocated for students to attend a mandatory casting call.

## Classification of Instructional Programs (CIP)

The Motion Picture Production Program is classified under  
CIP Code: 50.0602 | Cinematography and Film/Video Production.

A program that prepares individuals to communicate dramatic information, ideas, moods, and feelings through the making and producing of films and videos. Includes instruction in theory of film, film technology and equipment operation, film production, film directing, film editing, cinematographic art, film audio, techniques for making specific types of films and/or videos, media technologies, computer image making, multi-media production, and the planning and management of film/video operations. Examples: [Cinema Production]

# Course Descriptions





## PHASE ONE

### **BCS 100: Basic Camera and Sound**

This course introduces students to basic DSLR camera system designs, formats, types and how to operate them for filmmaking. This course also introduces students to basic audio recording and mixing devices used for capturing wild soundtracks, foley, room tone etc. Emphasis is placed on the students obtaining the necessary skills to identify and use common DSLR cameras and digital recorders.

### **SCN 112: Intro to Screenwriting**

Every feature film, short film, music video, commercial or any film project starts here. This course introduces students to the critical elements of storytelling. The emphasis in this course is the story being physical and visible and not relying on sounds or words. The focus is that the film must not only tell, but show. Key concepts include: short story structure, the importance of character, goals, obstacles and rising conflicts, tension, suspense, turning points, resolution and script format. In short, students will begin to learn how to write stories that are visual and dramatic.

### **DIR 114: Film Directing**

The film director must bring the printed words of the screenplay to life and capture the resulting action in a way that is aesthetically pleasing and intellectually engaging. This course teaches the tools the director uses to stage a scene on paper long before the camera rolls via the Director's Notebook. Lab exercises allow students to practice and demonstrate these skills through short film projects, while learning the function and role of the director. By the end of the course each student will have to write, direct and edit a silent short film.

### **CIN 116: Cinematography**

Cinematography is the art of image creation. In order to control an image, students are first taught the fundamental processes of image capture. Technical studies establish fundamental skills in identifying formats, sensitometry and color. Also covered is the role of the director of photography as a visual translator for the film director. Students put this knowledge into practice during the course by producing short photographic projects.

### **PRL 118: Production Lab**

The MPI soundstage comes to life as students crew up on an in-class film production. Sets are constructed and actors are brought into class. Students light, shoot, and record audio in a simulated production environment. This course provides immediate hands-on training with students learning to run a film set. Students become proficient in camera operation, studio lighting, location sound recording, script supervising and assistant directing. Students learn key set commands, interdepartmental communications, paperwork related to camera, sound and script continuity. Small group tutorials, production assignments and departmental rotations offer students crucial on set production training.

### **EDL 120: Film Editing**

This course trains students how to edit picture and audio using the latest Davinci Resolve software. Topics include workspace configuration, media ingest, edit preparation, picture and audio syncing, timeline construction, titling, and project output. Students learn editorial storytelling concepts using a variety of edit styles and the rule of sixes to draw in the viewer. Students are graded on in-class editing assignments.

### **PRM 122: Preproduction**

Producing a film, large or small, requires an understanding of how a film is organized and the legal aspects surrounding it. This course teaches the standard industry processes for organizing and managing film productions. This includes an in-depth study of the different stages of production. Students are taught to use Entertainment Partners Movie Magic Film Scheduling software for breaking down a script and creating a shooting schedule.

## PHASE TWO

### SCN 212: Advanced Screenwriting

This course shall instruct students on a variety of advanced screenwriting concepts and techniques in order to take their screenwriting skills beyond the introductory level. In addition, this course will guide students through the writing of their Thesis Screenplay, whether a short film, web series pilot, documentary or other format. The work related to this portion of the class shall include an initial Logline and the First Draft of a Thesis Script. Students shall continue to improve and master the craft of screenwriting by completing the first draft of their Thesis project script.

Writing concepts include: Requirements for writing a thesis script, story structure, devising acts, creating plot points, subplots, laying out paradigms, using symbols and metaphors, designing characters, themes, writing dialogue, and many other screenwriting essentials. Students are given writing assignments.

### DIR 214: Directing Actors

Students are assigned advanced level storytelling projects to develop their individual directorial styles. Through this course students explore the relationship between the director and the actor. Studio exercises allow student directors to work with both seasoned and inexperienced film actors to learn the delicate art of acting for the camera. Student directors will learn how to articulate character motivations, pull performances, or properly execute eyelines and the axis. Blocking and staging techniques train students to direct their work within the confines of the cinematic frame. Students conduct a large-scale casting call through which they learn techniques for strategic casting. From there, read-throughs and rehearsals give the student director a “real world” and practical experience to mold their film projects. Each student directs a short 3 to 5 minute dialogue film which they are graded on.

### CIN 216: Advanced Cinematography

This course explores the creative depths of cinematography. The latent image is always at the service of the story and an approach must be developed. The careful choices a cinematographer makes with respect to composition, color, light and texture affect the overall look and mood of the film. Students explore the impact of the visual language of film and related topics such as design principles and forces of visual organization. The effects of scene direction and lines of action on the editing process are explored. Students learn cinematic composition, the rule of thirds, spatial relationships and proper framing. Students are graded via exams and a cinematography shooting assignment

### PRL 218: Lighting for Film

Lighting a film requires both an artistic and technical understanding of its application. For this reason, this course teaches students how to use specific small and medium size fresnel, fluorescent, LED, HMI, practical and reflected light sources and modifiers to achieve a desired look. The most commonly encountered lighting scenarios, problems, and solutions are explored through the lighting of an actual film set or location. Students learn to handle grip and electric gear including frames, a Matthews and Fisher dolly with track, and set up a power distribution grid. This course utilizes specific clips from well known films as a model to demonstrate how a particular look is achieved using light and instrumentation. Students are graded on lighting assignments.

### PRL 219: Motion Picture Sound

This course teaches students location sound recording techniques. Beginning with the tech scout of locations, students select hardware for the job and prep gear. They learn on set skills for slating, microphone placement, using wireless and time code systems, boom operation, monitoring, setting levels, dealing with difficult location situations, proper care and maintenance of equipment, detailing sound logs, and sound mixing techniques. Using Davinci Fairlight students learn to edit and mix audio tracks for dialogue, fx, Foley, ADR and music. Students learn the entire audio pipeline for delivering a completed stereo mix for film. Students are graded on equipment proficiency and short audio recording assignments.

### EDL 220: Advanced Film Editing

This course begins with approaches for making a better edit and how to immerse viewers into your story, fix problems incurred during production and give the project a fresh edge. The course takes students through the film finish pipeline of color grading using Davinci Resolve. Students learn what it takes to create a quality controlled deliverable of a high resolution film master for legal video broadcast, digital media publishing and theatrical projection.

## PHASE THREE

### **PRL 316: Camera Department**

This course provides advanced training as a motion picture camera operator, camera assistant or data manager. Students learn to identify the latest in motion picture camera and lens technologies in the professional market. Special attention is given to the various features of specific camera models and the critical factors for selecting a particular system for a production. This also includes techniques for checking lens quality and how to evaluate the lens before entering the field.

Students learn essential field skills for conducting a camera prep for both film and digital cameras as well as the daily set routines for the camera operator, 1st and 2nd assistant camera positions. Emphasis is also placed on evaluating color rendition in the use of reference field monitors and LUTs (look up tables). Students learn how these tools are used and their impact on maintaining the vision of the cinematographer from exposure to post production.

### **PRL 318: Film Art and Design**

Every element in the frame should be intentional. The job of the production designer is to interpret the script and the director's vision for the film and translate it into physical environments in which the actors can develop their characters and present the story. This course takes students into the world of the production designer and art director as they learn the various job duties and responsibilities of these roles and the craftsmen that work under them.

Topics include: art department personnel, script breakdown, finding a look, researching, concept drawings and art references, color palettes, color theory, location scouting, transforming locations, set design, set construction, set dressing, propping, prop and mold making, scenic art, costume design, planning and scheduling, and working on set. Students are tasked with applying these skills to in class assignments and thesis film projects.

### **PRL 319 Commercial Media Production**

There are a multitude of productions that film professionals will do in between the larger projects when they are just starting out. These types of productions range from low budget commercial spots for the web, weddings, music videos, testimonials, depositions, local sporting events, charities, corporate communications, recitals, and how-to videos. These types of productions have slightly different dynamics and require a modified approach to make them both efficient and profitable. This course teaches students a variety of techniques for planning, shooting and delivering a quality project for these small scale productions where the crew size ranges from one to ten persons.

In this course previous student work is reviewed. Camera work, lighting, and sound is analyzed to teach students to develop a critical eye for evaluating how a shot was achieved and why it worked or didn't.

### **PRL 350: Thesis Project**

Each student is required to work on a capstone project. Students are given the option to direct a thesis film, write a feature length or episodic television pilot, or work in a key crew position on a thesis film where they will develop and improve essential production skills. This course is conducted in a conservatory style curriculum as students will select their area of focus and must work independently outside of class in that role. As students must work on each others' film projects, class time is devoted in part to production meetings and producing topics. The Capstone is a pass / fail and is a graduation requirement.

Course lecture topics include: location scouting & management, casting, assistant directing, production coordinating, transportation, managing a production office, cast and crew deal memos, start paperwork, time cards, writers' agreement & copyright assignment, clearance and copyright,

Students are graded on in-class participation and reports related to their capstone projects.

Thesis projects (film, screenplay or crew) are scheduled outside of class during the third and fourth terms. Students are REQUIRED to attain greenlight status before they begin principle photography. Thesis films can be of any type (narrative, documentary, music video, commercial, experimental, etc.).

## PHASE FOUR

### SCN 312: Feature and TV Screenwriting

This course introduces the structures, formats and processes for writing screenplays for feature films and episodic television. Emphasis is placed on how to develop ideas for a first draft of a screenplay using log lines and treatments or outlines following industry standard formats. This course also focuses on the business of screenwriting as it pertains to reading, writing coverage, optioning and selling scripts. Students are taught how to develop a marketing plan for their scripts and the different venues available for selling their work. Topics include submission formats, query letters, pitches, agency solicitation, option agreements, and copyright/WGA registration. Students are required to pitch their script in a conference setting. They will also meet with the instructor to review written assignments and make sure they are continuing to rewrite their screenplays properly.

By the end of the course the student will have completed a pitch for their idea(s), treatment or script, and understand the proper steps for launching their career as a screenwriter. This course as a component of The Motion Picture Production Program enables students to obtain work as freelance screenwriter, script editor, or script reader.

### DIR 314: Independent Filmmaking

Students continue to work on their capstone project and thesis films during this course. Students who elect to direct a thesis film must test screen their rough cuts for the class in order to receive creative, technical and constructive feedback with the expectation that improvements and adjustments will be made before moving onto a final cut. Students also learn how to build their career as a working director. Topics include; how to showcase their work in the film festival circuit, how to enter and promote their work, how to develop a PR campaign, network and how to use their films to land job offers and obtain an agent or manager. Students also learn how to shape their career as a director and which corners of the industry there are for directing.

### EDL 320: Intro to Visual Effects

Davinci® Fusion® software is a widely used and compelling motion graphics and visual effects application. Students learn to navigate the main interface and work space of this program. Of the many possible uses of Davinci® Fusion® this course focuses on animated titling, motion tracking and compositing capabilities.

### FCP 400: Film Career Preparation

Having valuable filmmaking skills is only part of the equation for getting work and making money. The other is building your reputation, putting yourself out there so people can find you, and nurturing work relationships that turn into job offers. This course delves into the world of the freelancer and what it takes to earn a living and having a grasp on expectations. Students work on developing social networking skills, resume writing, job search strategies, building a solid work ethic, developing skills on the job, managing their time and the money they earn, and negotiating their deals. Students learn life skills as it applies to film and television in a below-the-line position.

Additional course topics include: basic contract law related to deal memos, union rules, joining and jurisdictions, various pay scales (non union and union), workplace safety, booking jobs, how to vet a job offer and how to relocate.

### FCP 410: Film Business

This course focuses on the legal, accounting and managerial processes required to form a production company. Whether the intent is to finance, produce and distribute a film project or to develop a business to serve commercial clients, the knowledge required for how an entrepreneurial enterprise is created is the same. Students learn from the ground up the steps for corporate formation, bylaws, reporting, liability, capitalization, taxation and crafting a mission/vision statement. Topics segue into independent film finance, marketing and distribution to drafting bid proposals for commercials, music videos or other corporate film work.

Additional lecture topics include: Budgeting, market research, pitch decks, presentations and pitches, film markets, exhibition pipelines and platforms for films, hiring sales agents, negotiating contracts, identifying revenue models and providing deliverables for distributors or clients.

# Graduation



## Program Completion

Students who successfully complete The Motion Picture Production Program receive a Certificate of Completion, an official transcript, and are eligible for graduate programming including job placement assistance.

## MPI Annual Student Film Festival

Each year MPI conducts two student film festivals showcasing a selection of student film projects produced throughout the year. The festival takes place in an actual movie theater before a public audience.

Awards are given out for:

Best Picture, Best Direction, Best Screenplay short, Best Cinematography, Best Art Direction, Best Editing and Best Feature Length Screenplay.

Family, friends, and industry professionals are invited to attend this annual gala event.

# Program Information

## Program Length

The Motion Picture Production Program academic year is 61.5 credit hours over 46 weeks. The Motion Picture Production program is considered part time.

## Class Hours

A class hour is defined as sixty minutes of supervised in-class time or fifty minutes of instruction in a sixty minute time period. Class hours do not reflect unsupervised time involving student preparation, study, and project execution. Total program class hours do not reflect preparation, study, homework or project time per course.

## Sessions

Students select one of the following sessions to attend throughout the year:

### *The Motion Picture Production Program*

Morning (Mon - Thurs)	9:00 am - 1:00 pm
Afternoons (Mon-Thurs)*	2:00 pm - 6:00 pm
Evenings (Mon - Thurs)	6:30 pm - 10:30 pm

Students may not switch sessions without receiving approval from the Director of Education. Transferring to a new session is dependent, in part, on available seating. Class times and days are subject to change with one-week notification. Session times are subject to enrollment minimums.

## Online Class Component

MPI utilizes the blended classroom model for supplying course content throughout the year for several courses.

These courses have some class days on-line and other days on-campus. The on-line class days are accessed through the school's Learning Management System. Student must have the capability of accessing the LMS system remotely through an internet connection via a mobile device or computer.

## Hyflex Component

Hyflex allows a student attend an on campus class remotely live online. This is only available for non activity based class days and must be approved by the instructor or Director of Education in advance. Hyflex is typically approved when a student is unable to travel to class, quarantined or is in jeopardy of failing due to the attendance.



# Program Information

## Phases

The Motion Picture Production Program is divided into four phases. Phase one, two, three are twelve weeks each. Phase four is ten weeks.

## Days of the Week

Courses are conducted at various times Monday through Thursday throughout the year (specific times are listed on student schedules).

On occasion a class will be scheduled for a Saturday such as course DIR 214: Directing and Staging Talent for casting calls, or conducting make-up days due to inclement weather.

## Space and Limited Enrollment

Seating for each session is limited to 26 students. Overall enrollment is limited to the number of seats available in the program. MPI will continue to accept students who meet the highest qualifications until the program has filled to capacity. MPI will establish a wait-list should any spaces open up before classes begin. Students on a wait-list will receive first consideration for the following school year.

## Normal Business Hours

Business office hours at MPI are Monday thru Friday 8:30 a.m. to 5:00 p.m.

The school is closed Saturday and Sunday.

## Technology Check

Students are required to pass a "tech check" during orientation or prior to the start of classes to ensure that they have the capability to access classes online and have both the technology and cognitive ability to be successful in the online component of the program.





# **Student Services Detail**

## **Orientation / Tours**

Orientation, usually one week before class start, is mandatory for all incoming students. This may be waived provided there is good cause, and the incoming student would need to schedule a one-on-one orientation with the Director of Education. If a student has not toured the school by the time of orientation, one will be provided after the orientation session.

## **Student Housing Resources**

While MPI does not offer housing, the area around the school offers a wide range of housing options for every budget. MPI can assist students with locating suitable, comfortable accommodations near the school. MPI maintains a list of students requesting roommates. For more information contact the admissions office.

## **Security Key Card**

To access Motion Picture Institute each student is issued a security key card with their picture on it. This enables students to access the school facility during normal business and class hours. Students are expected to keep their card with them at all times. They are not to loan or share it with other individuals. Lost cards must be reported immediately to the Director of Enrollment. A replacement card is \$25.00

## **Student Advising**

Assistance with academic issues, faculty, classmates, housing, attendance, student records, scheduling, time management, study habits, work load, socialization, school resources, grades, leave of absence, and withdrawing are handled through our accommodating staff. At the official evaluation point all students meet with the student advisor to review progress throughout the program and define the student's goals and plans for the beginning of his/her career.

Our mission is to improve the students' learning experience and overcome any hurdles that would interfere with their success.

## **Registrar**

Student grades are reported at the end of each course. Progress reports are sent to each student. Copies of progress reports and student transcripts are kept on file. Anyone having attended MPI may request that official transcripts be sent to another school.

## **Student Online Portal**

Each student is assigned an access code to enter the school's student online LMS portal to connect with course content, communicate with classmates and instructors and gain access to the online courses.

## **IT Support**

MPI offers technical support at the start of each course to assist students who are having difficulty logging on or accessing on-line classes.

# Student Services Detail

## **Learning Resource Center**

The student Learning Resource Center (LRC) offers students a library of textbooks, screenplays, manuals, periodicals, DVDs and other film related documents. The LRC access hours are posted in the LRC as well as throughout the school. The school also offers a virtual library page on CANVAS with select public domain learning materials. The LRC is also available to graduates. MPI has also partnered with the City of Troy Library which is located near the school to allow students to obtain a library card and access to the Troy Library collections and virtual library resources online.

## **Networking Activities and Open Auditions**

The school conducts several networking activities that combines all students from The Motion Picture Production Program. These activities are typically conducted on a Saturday for a couple of hours and are meant to foster team building, crewing and casting opportunities for student films. At least once a year, MP conducts an open casting call to local actors for these same projects.

## **Equipment and Open Labs**

MPI students are given free access to film, lighting, sound and editing equipment to produce their student film projects. Equipment is subject to availability. Students are free to use the conference rooms, scene shop, audio mix room and sound stage while enrolled.

## **Exit Interviews**

All students must attend an exit interview upon leaving the program. The interview reviews the students plans, financial obligations and goals for transitioning into the film industry. Although the Career Services Coordinator assists all graduates with job placement, the student should be as actively involved in this process as possible. MPI encourages students to research what type of job, position or company interests them so that the Career Services Coordinator and student can work together to find the most suitable employment. Students receiving financial aid may attend their exit interview online on the FSA website.

## **Job Placement Assistance**

The Motion Picture Production Program includes courses on how to be self employed and seek employment. Students learn how to interview, create resumes, assemble a demo reel of their work, how to locate productions, negotiate deals, network and even relocate.

Graduates are eligible for job placement assistance and are given personalized instruction on employment strategies. MPI does not guarantee employment but will work with the student to acquire both interview skills and job leads. The graduate must sell themselves to the employer. Graduates interested in working with a particular company may discover that MPI has established relationships with that company. Likewise, companies regularly contact MPI seeking qualified persons for open positions. MPI collects the information and determines which graduates may be best for that position.

MPI maintains a private on-line social media bulletin board to post film related jobs for graduates who may also share their own postings. MPI conducts periodic continuing education workshops to keep graduates engaged and to hone their filmmaking skills.

## Career Guidance

Obtaining employment in the film and acting industry is challenging. Below-the-line job positions in film industry is comprised primarily of independent contractors, freelancers and guilds. Employment is often short term and requires social networking skills to obtain regular work. Above-the-line jobs such as acting, producing, writing and directing require individuals to be creative and entrepreneurial. As a result, MPI offers to school graduates:

1. A curriculum that trains students for entry level positions on film productions in camera, lighting, audio, grip, script, and editing departments.
2. A curriculum that trains students to write, produce and direct their own independent films in pursuit of distribution.
3. A curriculum designed to prepare students to pursue jobs that includes resume building, reel development, prepping for interviews and social networking.
4. Career counseling to help students focus their interests, offer advice on job prospects and prepare for interviews.
5. Post graduate access to school equipment for aspiring directors.
6. Screen credit earned through The Motion Picture Production Program. This credit is considered a valuable industry resume tool.
7. Regularly updated information of potential employers and productions.
8. A well-organized public relations effort directed toward employers to keep them aware of MPI's program and graduates.
9. Alumni networking functions.
10. Private on-line social media sites for school graduates only that posts job opportunities local and nationwide.
11. Access to MPI library resources.
12. Access to the MPI edit lab.
13. Access to MPI facilities for callbacks and production meetings.

Following graduation from MPI and anytime throughout their career, students may utilize the school's job placement assistance services. Those desiring job placement assistance must contact the Career Services Coordinator. MPI makes a reasonable effort to satisfy the wishes of graduates as to location and type of employment opportunities that become available. Flexibility is desirable in these areas and enhances placement efforts.

To increase the probability of successful job placement, students should be willing to relocate for specific types of employment. Information on average salaries, industry expectations and job availability are provided by MPI upon request. If specific, employment-related information beyond the scope of the placement department is requested, every effort will be made to supply names, addresses and telephone numbers of other resources that may be able to assist students further.

MPI is frequently approached by productions seeking the services of graduates. Those who meet the qualifications set forth by the employers are then considered. It is up to the graduates to contact employers, set up interviews and notify the school as to the results of the interviews.

### **Disclaimer of Employment Guarantee:**

While MPI makes reasonable efforts to assist each graduate in seeking employment, this in no way promises or guarantees employment or level of income or wage to any student or graduate.

**SOC Code:** (Standard Occupational Classification) Industry:

US Dept Bureau of Labor Statistics (272012) - Producer and Directors | and (274032) Film and Video Editors | and (274031) Camera Operators.

# Academic Policies and Procedures



# Education Policies and Procedures

## Academic Grading System

Numerical Grade Range:

<b>Letter</b>	<b>Grade</b>	<b>Description</b>	<b>Grade points</b>
A (+,-) =	90 to 100%	(Superior)	A + = 4.33 A = 4.00 A - = 3.67
B (+,-) =	80 to 89%	(Above Average)	B + = 3.33 B = 3.00 B - = 2.67
C (+,-) =	70 to 79%	(Average)	C + = 2.33 C = 2.00 C - = 1.67
D (+,-) =	69 to 60%	(Below Average)	D + = 1.33 D = 1.00 D - = .67
F =	Below 60%	(Failing)	F = 0.00
I =	Incomplete		
WF =	Failure due to Withdrawal		
WP =	Passing at the time of Withdrawal		

Note: Special requests for records of progress, grades or attendance shall be made available at a time convenient to the school but no more than 15 days after receipt of a request.

## **LICENSING**

The Motion Picture Production Program is licensed for 61.5 quarter credit hours by the State of Michigan Department of Labor and Economic Opportunity.

## **COURSE NUMBER SYSTEM**

Each course is assigned a three-letter course prefix that identifies the course the program is associated with and a three-digit suffix that identifies the level, course number, and course version of each course within the respective program.

## **EVALUATIONS AND EXAMS**

Students are evaluated on their performance in each course of the program through a series of quizzes/exams, skill tests, "on set" evaluations and individual projects. Quizzes/exams focus on theory, skills tests focus on technical and practical hands on applications relative to the courses in which they are conducted. Students can expect to write at least two short scripts and at the minimum direct two short film projects outside of class.

## **AUDITING**

Students may not audit classes. All classes are taken for a grade.

# Education Policies & Procedures

## EVALUATION PERIODS

All students will be evaluated for academic purposes after each course (the marking period), with a formal SAP evaluation occurring at the end of the 2nd phase and at the end of the 4th phase.

Consistent with SAP requirements and described hereinafter, evaluations assess the student's qualitative and quantitative progress against the SAP standards, as well as review his or her progress against maximum time frame (MTF). At each marking period and at the official SAP evaluation point, students will be advised on their progress towards achieving SAP. MPI feels that early intervention regarding academic performance is an essential service for students to ensure their success.

## INCOMPLETES AND WITHDRAWALS

A grade of "I" (Incomplete) signifies that the student has not completed all required course work. The grade of "I" must be converted to a final numerical grade by completion of course work by the end of the next complete marking period or within the time allotted by the Instructor or Director of Education. An incomplete grade is converted to an "F" unless the necessary course work is completed within the prescribed period of time.

A student who withdraws from the program will receive a grade of "WF" (Withdrawal Failing) or "WP" (Withdrawal Passing) in each course interrupted by the withdrawal. If a student has a passing grade at the time of withdrawal, as determined by the instructor, the student is issued a "Withdrawal Passing" mark. All interrupted courses will remain a "WP" or "WF" and must be repeated upon readmission. A "WP" has no effect on the student's GPA. A withdrawal during the final 25% of the course, or failure to take the final exam or turn in the final assignment or if they are failing the course at any point, results in a grade of "WF" indicating an F due to withdrawal. A "WF" is treated the same as an "F" for GPA. (also see Course Incompletes Relative to SAP).

## GRADE DISPUTES

Students have a maximum of fourteen (14) calendar days from the time that grades are posted to dispute individual grades. All grades are final after fourteen (14) calendar days from the posting date.

## ACADEMIC DISHONESTY

Students are expected to demonstrate professional integrity and honesty at all times. MPI forbids students from taking credit for work that is not their own. This includes cheating on exams, projects, papers, assignments or homework. Any use of plagiarism, misrepresentation of work, or unauthorized use of another person's work is prohibited. This also includes, but it not limited to, any student who shares his or her work with the intention of helping another student to cheat.

Students are expected to produce their own assignments according to the requirements of each course. This means that they must work solely on their assignments unless it is clearly designated as a group assignment by the instructor. In this case work submitted by a student is assumed to be the student's own thoughts, words, deeds and concepts.

For group assignments, all students' names submitted with the assignment are accountable for the content. Should plagiarism on any individual or group project be discovered there will be immediate and certain disciplinary action. Students are expected to complete all exams, quizzes, individual assignments whether on paper or computer, on their own.

## **APPEALS**

Any disciplinary or administrative action taken in terms of institutional policies may be appealed to the Director of Education in writing within fourteen (14) calendar days of receiving the notice of the administrative action. An Appeals Committee is convened as required by the Director of Education to review the appeal. The school's decision, based on a review by the Appeals Committee made up of the School President and Chief Financial Officer will be final.

## **CREDIT FOR PREVIOUS TRAINING**

Students pursuing The Motion Picture Production Program certificate at Motion Picture Institute, must take this program in its entirety as the courses are lock step, sequenced and build upon each other. No credit is granted for past experience or other academic activities. This ensures that all graduates have fulfilled the stated objectives of the programs and that minimum training levels can be reported to prospective employers.

Veteran's Affairs students with previous post-secondary training may have this training evaluated, and credit is granted where appropriate. An official transcript (Joint Services Transcript for military) or documentation must be sent directly to the Admissions Office for the original source. MPI will not accept a hand delivered or by other means a Transcript from the Student or Applicant. VA students with prior work experience can have their work or portfolio evaluated for credit in addition to completing the final exam for the course to be credited with a 70% minimum score. The Director of Education evaluates all relevant information and credit for previous training is granted where appropriate. If credit is given, the training time with the program is shortened. Credit for previous training for VA students are counted both as attempted and completed hours. Students receiving veterans' benefits will have their tuition reduced accordingly.

VA students who re-enroll are eligible to receive credit for courses successfully completed from their prior enrollment.

## **CLASS WORK & ASSIGNMENT REQUIREMENTS**

Students are required to complete all in-class and out of class homework assignments and film projects assigned throughout the program. This includes work assigned during class even when the student is absent. All work must be the student's own and must be new for each course. No work done in one class may be submitted for work required in another class without the expressed prior approval of the instructor.

Students repeating a course or re-entering the program are required to submit all new work of the classwork and assignments. All remaining tuition and fees must be paid in full according to the payment plan.

## **CAPSTONE PROJECT**

Each student is required to successfully complete a Capstone Project by the last day of the program. The Capstone Project is assigned in the Thesis Project course beginning in the third phase. The Capstone is a pass / fail requirement for graduation. Students are given the option to direct a thesis film or work in a crew position on a number of thesis films to meet this requirement. The Capstone is conducted in a conservatory style where the students may elect to focus their interests and skill development in a particular area of filmmaking. All Capstone projects are conducted outside of class.

## **GRADUATION REQUIREMENTS**

Students receive a Certificate of Completion if they have achieved a cumulative average of at least 70% or GPA of 2.0 for the program, maintained a cumulative attendance rate of 66.67% (pace of completion), passed the Capstone project requirement and has met all financial responsibilities.



## **CERTIFICATIONS**

Graduates of The Motion Picture Production Program will receive a Certificate of Completion, a copy of their transcripts and are eligible for job placement assistance.

The film industry has no mandatory degree prerequisites for individuals seeking entry level positions as Production Assistants. By educating students we hope to set new standards for the industry. Students who graduate from MPI will have a distinct advantage over non-experienced competition.

## **ATTENDANCE**

Attendance on-campus is recorded using the school's online student information system by each instructor for each class. Every student is expected to be ON TIME and attend ALL CLASSES and LAB sessions unless prevented by illness or emergency. Regular class attendance, lab work and participation on out-of-class film projects are the three most significant factors which promote the success of the student.

MPI maintains attendance records for students in all programs and documents students' absences from classes. ON-LINE classes require students to have video and audio turned on. Students are NOT ALLOWED TO HAVE AVATARS and must be visibly present on video. Otherwise, student will be counted as ABSENT.

## **NOTIFICATION FROM STUDENT**

Each student is responsible for contacting the instructor, via the online learning management system or email, if he or she will be absent or tardy. All messages regarding attendance are recorded on the student's attendance record.

## **ATTENDANCE MINIMUM STANDARDS**

To satisfactorily complete the program and receive a Certificate of Completion, a student must have an attendance rate (pace) of 66.67% (note: this refers to students who fail one or more courses and must retake them under the 150% maximum time frame requirement).

## **ABSENCES**

Absences are accrued by a student for:

1. Failing to attend a scheduled class (in-person or online).
2. Having four or more tardies in a course within a phase (see tardy policy).

Any student exceeding two absences in any one course will have their letter grade lowered by one full letter grade and will be advised by the Director of Education on the importance of attendance. Any student exceeding three absences will automatically fail the course and will have retake the course. Any student failing a course may be subject to termination.

## **EXCUSED ABSENCES**

For recording purposes, all absences are the same. For academic reasons, an excused absence allows a student to make up missed assignments, quizzes or exams without penalty (see Makeup Work and Exams). Excused absences must be for a legitimate and documentable reason that may include: i) Accidental or personal injury ii) Good Samaritan Act iii) Family emergency iv) Family obligation v) Uncontrollable event vi) Serious illness vii) Job interview viii) Quarantine. An excused absence is authorized by the instructor. The student may request the excused absence either verbally or in writing via text message, email, handwritten note or letter with the instructor.

## **CONSECUTIVE ABSENCES**

Students who have not made contact with the school and who have not attended program activities for a period of two weeks (i.e. fourteen consecutive days) will be administratively dropped from the program and will be treated as unofficially withdrawn.

Non-attendance does not release a student from tuition payment obligations or completing coursework for that time period.

## **TARDINESS**

Tardiness is defined as arriving at a class or lab session after the scheduled start time (10 minutes or later). Early departure (10 minutes prior or earlier), not returning from a break on time during a class period will be considered a tardy, sleeping in class, or not paying attention (i.e. surfing the internet or social media on an electronic device during class). A tardy is equal to one-quarter (1/4) of an absence. Four tardies equals one absence. Arriving late and leaving early is counted as two tardies.

## **ONLINE COURSE COMPONENT ATTENDANCE**

Courses that have an online (blended) component to class sessions, requires students to log in, participate and complete assignments on a weekly basis. Failure to log in, participate (including being visible on video and verbally present for synchronous courses) will result in an absence for that class session.

## **MAKEUP WORK AND EXAMS**

If a student misses all or part of a class session when there is an absence, the instructor may require the student to complete makeup work or an exam in order to meet the academic objective(s) of the course. The student must inquire with the instructor within fourteen (14) calendar days of the absence to determine whether makeup work is required and to make arrangements to complete any such assignments. Missed exams/tests (theory or skill) due to an unexcused absence will be issued a grade of zero (0). The student with the unexcused absence will have three-weeks (21 calendar days) to take the missed exam. The maximum grade that can be attained will be a 70% (out of 100) as a penalty. It is the student's responsibility to schedule an exam appointment with the instructor in conjunction with the Director of Education. Subject to the instructor's discretion and availability, and subject to the oversight of the Director of Education, alternate outside assignments may be substituted for missed work. This Makeup Work Policy enables the student to meet the course objective(s) and obtain a passing academic grade. Despite the completion of makeup work, the missed class meeting will continue to constitute an absence under the Attendance Minimum Standards Policy unless the student is permitted makeup hours.

## **MAKEUP HOURS**

Students cannot make up missed classes. Students may request to attend another cohort that is running concurrently in order satisfy attendance and avoid an absence.

## INSTRUCTIONAL RESOURCES

Students are expected to supply their own notebooks, pens, pencils, calculators etc. MPI provides recommended textbooks for particular courses in the Learning Resource Center (LRC). Students may check out books as needed per the school's LRC policies (see Student Handbook for details). MPI provides camera, lighting, audio, grip and electric film equipment for student projects. Access to equipment is based on course requirements and passing hands-on proficiency skill tests. Limits on equipment and availability is at the sole discretion of the Institution.

## RECORDING OF CLASSES

Students are prohibited from recording lectures or class discussions without prior approval of the Director of Education and the Instructor. Students violating this policy will be subject to disciplinary action.

## LEAVE OF ABSENCE (LOA)

The school does not allow leaves of absence.

## SATISFACTORY ACADEMIC PROGRESS POLICY

A student's Satisfactory Academic Progress (SAP) in the program is reviewed to determine if a student is eligible to continue to the next evaluation point. SAP applies to all students regardless of whether they are receiving Title IV funds.

**Evaluation period:** SAP is measured at the completion of the second phase and at the end of the fourth phase of the program. The school must determine that the student has successfully completed both the credit hours and weeks of instructional time required for the period SAP is evaluated.

**Length of time:** To measure the length of time it takes to complete a program's requirements, all credits attempted are included in the evaluation. A student cannot attempt more than 150% of the published credits for the program of study.

	<b>Total program academic credit hours</b>	<b>Maximum attempted academic credit hours allowed (150%)</b>
<b>Motion Picture Production Program</b>	61.5 quarter credit hours	92.25 quarter credit hours

**SAP requirements:** There are two SAP requirements. One is qualitative and one is quantitative. All SAP requirements are cumulative.

**Qualitative:** A student must maintain a cumulative GPA of 70% or better in order to remain in school and be considered in good academic standing at each evaluation point which are at the end of the second and fourth phases. The Director of Education may permit a student to retake a failed examination or turn in make-up work. A passing grade on the retaken examination or make-up work would replace the original failed grade. The school maintains all student progress records.

If the student's cumulative GPA is below 70% at the evaluation point, the student will be placed on financial aid warning for the next SAP evaluation period. The student must raise their cumulative GPA to a 2.0 or a "C" or better by the end of the warning period. If they fail to do so financial aid eligibility is terminated. They must file an appeal with the Director of Education if they want to remain in school. After a successful appeal the student will be placed on financial aid probation and will not be eligible for additional funding.

**Quantitative:** Attendance is checked at each evaluation point. A student must have at least 66.67% pace of attendance at the evaluation period, or the student will be placed on financial aid warning for the next evaluation period. If the student fails to meet the 66.67% pace of attendance by the end of the warning period, financial aid eligibility is terminated. The student must file an appeal with the Director of Education if they wish to remain in school. If the appeal is approved the student will be placed on financial aid probation and will not be eligible for any additional financial aid. If a student is not a Title IV recipient, and at the time of an SAP evaluation is not meeting the minimum standards of 66.67% pace of attendance and a cumulative GPA 70% or better, they will be placed on academic warning. The student will be counseled on the risks and consequences of reaching the maximum time frame for program completion. Students not receiving Title IV funding who are in a Title IV program will be evaluated at the same time as a Title IV student.

When a student has completed the second phase and is not meeting the SAP requirement, they will be placed on financial aid warning status for the next evaluation period. A Title IV eligible student is still eligible for Federal Student Aid Title IV funding while on financial aid warning.

At end of the fourth phase, if the student is not meeting the SAP requirements the student that wishes to remain in school must appeal the unsatisfactory progress status. The appeal must be given to the School Director of Education for evaluation. If the Director of Education approves the appeal, the student would be placed on financial aid probation for the next evaluation period. Students who had been receiving Title IV funds would not receive any additional financial aid funding at this point.

### **WARNING STATUS NOTIFICATION**

Students that have not met the minimum SAP requirements will be sent a SAP warning letter that will detail the minimum requirements that the student must do in order to achieve satisfactory academic status.

### **VA SAP NOTIFICATION**

A student who is on probation and does not achieve satisfactory academic progress by the end of the next evaluation period, he/she may be subject to termination. The Department of Veterans' Affairs will be notified of any VA eligible student's termination.

### **APPEAL PROCESS**

A student who fails to meet SAP at the end of the financial aid warning period must submit an appeal to the Director of Education based on mitigating circumstances such as illness, death in the family, quarantine etc. The appeal from the student must state why they did not meet satisfactory academic progress and what has changed that would now allow them to meet satisfactory academic progress. The Director of Education will review the appeal and advise the student of the final decision. Students must file the appeal within 3 days of receipt of notification that they failed to meet SAP at the end of the Title IV warning. The institutions will evaluate the appeal and supporting documents within 5 to 10 days. Once the evaluations have been completed the student will be notified in writing of the school's determination.

If the student's appeal is approved, they will remain in school on financial aid probation but will not be eligible for financial aid.

Course incompletes do not apply to the SAP policy at the school and will have no effect on satisfactory academic progress.

## **COURSE INCOMPLETES RELATIVE TO SAP**

Course incompletes do not apply to the SAP policy at the school and will have no effect on satisfactory academic progress.

## **REESTABLISHING TITLE IV ELIGIBILITY**

Students returning to school after failing to maintain satisfactory academic progress must file an appeal explaining why they were not making satisfactory progress and what has changed to now allow them to succeed. After a successful appeal, the student will be placed on financial aid probation for the next evaluation period. Title IV students will not be eligible for any additional funding. Failure to reestablish satisfactory academic progress by the end of the financial aid probation period will result in termination from the school. If the student meets satisfactory academic progress at the end of the probation period, the student will be allowed to complete the program and reestablish Title IV funding if remaining eligibility exists.

## **REESTABLISHING VA BENEFITS ELIGIBILITY**

If a student receiving veterans' benefits establishes satisfactory academic progress by the end of the probation period, they are again certified for veterans' benefits. The Department of Veteran's affairs will be notified for student's receiving veterans' benefits.

## **MAXIMUM TIME FRAME (MTF)**

Students must complete the program requirements within 1.5 times the normal duration of the program in order to graduate. Students unable to complete the program within the maximum time frame will be withdrawn. Student may seek re-entry; however, they will not be eligible for student loans. Normal time frame for students is 61.5 quarter credit hours or 46 weeks, the maximum time frame is 92.25 quarter credit hours or 69 weeks.

If a course that is to be retaken is not available within the Maximum Time Frame the student will be required to withdraw and re-enroll the following program start date.

## **TRANSFER CREDITS AND MTF**

Transfer credits that count toward the student's current program are counted as both attempted and completed hours.

## **NONCREDIT REMEDIAL COURSES**

MPI does not offer noncredit remedial courses and therefore do not apply to the school SAP policy.

## **ACADEMIC REMEDIATION**

Any student who receives an "F" in any course or has a GPA less than 2.0 for a given phase will be placed on an Academic Remediation Plan (ARP). Students on the ARP will meet with the Director of Education to write and sign a remediation plan in order to bring the student back into compliance with satisfactory academic progress by the end of the next phase or if in the final phase within 1.5 times the maximum time frame to complete the program. Student's failing to satisfy the ARP requirements will be required to retake the course or may be terminated.

## **REINSTATEMENT POLICY**

Students who wishes to return to school after administrative or voluntary withdrawal, may apply for reinstatement provided that a period of less than one year has passed between the student's last date of attendance and the student's scheduled date of return.

A student applying for reinstatement must fill out a school re-entry application and submit a one to two-page letter outlining why the school should allow them to re-enter. The student may be required to meet with the Director of Education to assess if this is in the best interest of the student or to re-enroll. If approved for reinstatement, the student must begin in the next schedule start dates and will return in the same status as prior to withdrawal or termination. See "Reestablishing Title IV Eligibility" for further requirements.

## **RE-ENROLLMENT**

If a period of more than an academic year has passed between the student's last date of attendance and the student's scheduled date of return, under the discretion of the Director of Education, the student will need to apply for re-enrollment and possibly repeat courses already attempted and passed. The student must meet with the Director of Education before re-enrollment is granted.

A re-enrolling student must complete all admissions procedures outlined in the MPI catalog and sign a new enrollment agreement. Any coursework completed during the previous enrollment is ineligible for a grade in the new enrollment period.

Student transcripts reflect all academic work attempted. If a student retakes a course, the grade earned from the repeated course will count toward the student's cumulative GPA and appear as a letter grade on the transcript, while the grade earned in the original attempt will no longer count toward the student's cumulative GPA but will appear on the transcript. The repeated course will clearly be identified. No student will be allowed to re-enroll more than twice.

## **REPEAT OF A COURSE**

If a student maintains good attendance records but fails an individual course for academic reasons, the student may be permitted to retake the course. The student must maintain the same good attendance throughout the second attempt and complete all course work given. If a course is repeated, the grade earned for the repeating course will replace the original grade. An "R" will be noted on the transcript indicating the course was repeated. The grade(s) from the repeated course(s) will then be used to calculate the student's GPA to determine if the student has achieved the qualitative component of satisfactory academic progress. All retakes are allowed in the proceeding start date. The student must pay a repeat fee of \$800.00. If the repeated course is offered beyond the Maximum Time Frame the student will not be eligible for Title IV funds.

## **GOOD STANDING**

A student in "Good Standing" shall be defined as a student enrolled in a program who is

- i) in compliance with the Minimum Attendance Policy and the Satisfactory Progress Policy,
- ii) is paid in full or current on installments due on the student's tuition account,
- iii) does not have any outstanding balance due per equipment repair or replacement invoicing
- iv) is in compliance with the MPI conduct policy.

## **DELINQUENT STUDENT ACCOUNTS**

If a student's account is determined to be financially delinquent, the student will be placed on a financial hold. If the student fails to clear their hold within 30 days, they may be subject to administrative withdrawal from the program. Students on a financial hold are not eligible to receive official transcripts or their certificate until the HOLD status is removed.

## **TERMINATION**

Students may be terminated for failure to meet academic, attendance, conduct and/or tuition obligations. Those terminated for not achieving satisfactory progress (SAP) are not eligible for re-admission until the next available start date and must re-enroll. A student who is terminated will lose access to all MPI privileges. MPI will notify student in writing (electronic and/or regular mail) within ten (10) business days of actual date of such termination.

## **ADMINISTRATIVE WITHDRAWAL**

An administrative withdrawal occurs when the school prematurely ends a student's enrollment that may include but not limited to: providing false information on the school application, enrollment agreement, financial instruments, failing to maintain Satisfactory Academic Progress, failing to pay monies owed to the school, plagiarism, using authorized copyrighted material, destroying or damaging school property, making false claims against an instructor, employee or fellow student, disruptive behavior, weapon possession on school grounds, being under the influence, possession of narcotics or alcohol, engaging in unlawful or improper conduct, putting themselves or others in danger or harm, behavior that could be considered harassment, or conduct contrary to the best interests of the school or any other conduct that reflects negatively upon the school.

## **VOLUNTARY WITHDRAWAL OF ENROLLMENT**

A voluntary student "Withdrawal" means that the enrollment reserved for the student in a particular class is being prematurely ended by the student. The student must submit a written notification to the school by contacting Student Services by calling 248-528-1760 or emailing [admin@motionpicture.edu](mailto:admin@motionpicture.edu) with their intent to withdraw from their classes or the program.

Upon receipt of this written notice, the appropriate Motion Picture department will be notified so that proper action per school policy can begin. An "Unofficial Withdrawal" means that the enrollment for a student in a particular course or program is being ended by the school. The school's determination that a student is no longer in school for unofficial withdrawals is determined after 10 consecutive class days or 14 calendar days or both of non-attendance.

# **CAMPUS POLICIES AND PROCEDURES**

## **OPEN COMMUNICATION**

Students are encouraged to discuss academic progress, career goals, suggestions and/or concerns with instructors, their student advisor or any MPI Staff. Appointments with the student advisor and Director of Education and any other staff member may be scheduled.

## **SECURITY ID KEY CARD**

Students are issued a security ID key card with their photo ID on it. This enables students to access the school facility during normal business and class hours. Students are required to keep this card with them at all time while on school grounds. Students will not share or loan this card to any third-party individual. Should a student lose their card they must report it immediately to the Learning Resource Center Coordinator. Students will be charged a \$25.00 fee for a reissued card.

## **SCHOOL EQUIPMENT POLICIES**

All equipment is fully insured by MPI for liability and damages. Student is responsible for repair or replacement costs of equipment damaged while in their care. Student will be required to sign-out MPI motion picture equipment and supplies. Student will also be held financially responsible for any missing, lost, or stolen school equipment in their possession. Student may be charged a cleaning fee of \$50.00 should equipment be returned excessively dirty. Equipment is expected to be returned "in like" condition as when it was checked out.



Equipment listed in the catalog is subject to change without notice. Equipment is only to be used for student projects assigned by an instructor. Usage of equipment is limited to MPI students certified to use such equipment. Usage by parties other than MPI students may result in the suspension of all equipment privileges. Students may be subject to late fees or daily rental costs for late returns.

Equipment policies and procedures are enumerated in the MPI Student Handbook. Equipment listed in the catalog, website or during tours are items the schools possesses at that time. MPI makes no warranties that the same equipment will be available or in operation due to damage, repair or disposal between the time of printing and the start of classes. Likewise, the school may have acquired equipment from the time of this printing that is not listed herein.

## **SCHOOL GRADUATE EQUIPMENT POLICIES**

MPI offers access to school equipment and facilities to MPI graduates on an ongoing basis for a fee or rental provided the graduate is in good standing with the school. MPI may deny to graduates any and all access to equipment and facilities at any time for any reason. MPI does not guarantee access to equipment or facilities and may at its sole discretion end the practice and policy to do so. Fees and rentals are set by the school and may change at any given time.

## **SOFTWARE APPLICATIONS AND COMPUTERS**

MPI's computer workstations are supported with a variety of software applications. Students may not load any software application onto any school computer workstation for any purpose. If student is found to have loaded unauthorized software applications to any school computer workstation, the student will be dismissed from the school. The use of illegal "cracked" or "pirated" copies of software is strictly forbidden.

## **CANCELLATION AND/OR POSTPONEMENT OF A START DATE**

MPI reserves the right to postpone or cancel the start date of any phase due to insufficient enrollment. If this occurs, the student may request either a guaranteed enrollment in the next scheduled class for that program or cancellation of enrollment with a full refund.

In the event of a postponement of a start date, whether at the request of MPI or the student, a written agreement is required to be signed by the student and MPI. The Agreement must set for (a) whether the postponement is for the convenience of MPI or the student, and (b) a deadline for the new start date, beyond which the start will not be postponed.

If the course is not commenced or if the student fails to attend by the start date set forth in the Student Enrollment Agreement, the student will be entitled to a full refund of prepaid tuition and fees within 30 days of the deadline of the new start date, in accordance with MPI refund policy and all applicable laws and rules that govern MPI.

## **COURSE SCHEDULES**

Students are notified of their class schedules via email and the student portal.

## **DRUGS AND ALCOHOL**

MPI is in compliance with Federal Drug-Free Schools and Communities Act Amendment of 1989, which prohibits the use, possession, sale or distribution of alcohol, narcotics, dangerous or illegal drugs, or other controlled substances as defined by Michigan statutes, on school property, or on locations off-campus on a student's film shoots. Students found to be in violation of the drug-free campus/ location policy will be dismissed from MPI. See school Crime Prevention Policy Guide available on the school website at <https://www.motionpicture.edu/why-mpi/consumer-information.html>

## **FIRE EMERGENCY**

The fire alarm will sound if there is a fire or other emergency necessitating building evacuation. Upon hearing the alarm, everyone is to leave the building by the nearest exit. Students should not re-enter the building until authorized by an MPI official. Exit routes are posted in all student areas. Fire extinguishers are strategically placed for emergency use.

## **LOST AND FOUND**

Students are responsible for any personal items left anywhere on campus. Items that are located by staff or turned in by students will be placed into the school's Lost and Found box. Students may inquire at the front desk for missing items.

## **PARKING**

Parking is located on the South side of the school building and on the West side. The South lot is divided in two and students must park only in the north side of the divided lot. The adjoining lot is for the neighboring businesses. Students parking in the southernmost part of the lot may have their cars towed. Handicap parking is available for students needing this accommodation, with associated accessibility to the building.

## **SMOKE AND VAPE FREE POLICY**

MPI is a smoke and vape free campus. Students or employees who smoke or vape must ensure that they are away from the entrance doors and must dispose of smoking or vaping materials in appropriate trash receptacles.

## **STUDENT PORTAL**

Students are given access to MPI's Learning Management System (LMS) to access course materials, course work, receive announcements, communicate with instructors and administrative staff. Prior to the start of each phase, students are sent an email invitation to join courses via the LMS system.

## **VISITORS**

Visitors are not allowed in the classroom unless approved in advance by administrative staff. MPI administration regularly conducts scheduled and walk-in tours. MPI also conducts open auditions for talent, callbacks, table reads, rehearsals and shoots with non MPI student actors. All visitors must sign in at the front desk and in cases where non students are involved in productions on the school soundstage, must sign a waiver of liability.

## **STUDENT PROJECTS AND INTELLECTUAL PROPERTY RIGHTS**

Assistance with student projects is reserved for MPI students. Usage of anyone other than a current MPI student requires school approval. Student projects must be completed no later than course established due dates. Any exceptions to equipment access and editing after the date indicated by the school will be at the sole discretion of MPI.

All screenplay rights, copyrights, and ownership written through The Motion Picture Production Program by students are the sole property of the student who created them. Division of ownership among students who co-create Student Work is based on agreement among themselves and MPI has no interest or authority to determine the division of that shared ownership. Any income from distribution of any Student Work shall be the property of the student(s) who creates such work. Student shall also be responsible for obtaining any necessary permission for the use of any copyrighted materials included in such Student Work.

MPI retains the right to hold the digital/analogous tape, negative, digital file master of the students' film project(s) indefinitely for archival or school marketing purposes.

MPI reserves the right to reproduce, distribute, exhibit for the benefit of the school each students' projects in any and all existing and future mediums throughout the universe, but may not collect any fees, monies or compensation in any form as a result.

## **STUDENT POLICIES**

### **ACADEMIC FREEDOM OF EXPRESSION**

MPI guarantees students and faculty with the freedom to discuss any problem that presents itself, as the First Amendment of the U.S. Constitution and Section 5 of the Michigan Constitution permit. Students and faculty shall be permitted to assemble and engage in spontaneous expressive and creative activity to share views, ideas, viewpoints and conclusions as long as such activity does not materially and substantially disrupt the functioning of the classroom and institution.

### **STUDENT HANDBOOK**

Any school program policies procedures not enumerated herein are reserved for the Motion Picture Institute Student Handbook. Each student must read and sign an acknowledgement of the handbook prior to the start of the program.

### **CHANGES**

Motion Picture Institute is continually monitoring changes in the film industry and seeks to keep pace with contemporary standards, technology and methods. As a result, MPI reserves the right to affect changes course titles, content, sequencing, materials and learning resources it deems necessary at any time.

### **SCHEDULE CHANGES**

Class days are subject to change within a twenty-four-hour advance notice. The program is four phases with a week break in between each and special breaks for national or religious holidays. See school calendar for exact dates. Make-up days will be offered when possible for those dates missed due to holidays falling on a Monday and inclement weather.

### **LOCATION**

The Motion Picture Production Program is conducted at the Motion Picture Institute located at 2040 Crooks Rd, Ste. B, Troy, MI 48084. Students may enter the MPI offices during normal business or class hours. Students may contact business offices at (248) 528-1760 between the hours of 9:00 a.m. and 6:00 p.m. Location of classes is subject to change at any time during the school year.

### **SCHOOL FIELD TRIPS**

From time-to-time students will be invited to visit film industry related locations that may require them to travel away from the designated school location. Students will be given fair notice of all pre-designed field trips and should have their own mode of transportation.

### **COPYRIGHTED MATERIAL POLICY**

MPI either condones nor supports the use of peer-to-peer file sharing or copyrighted material in ways in which the material was not intended. Students who violate Federal copyright laws may be subject to penalties such as paying court ordered compensation, monetary fines and/or jail sentencing. A student's enrollment at MPI may be terminated if he or she is found to be file sharing, uploading, downloading or distributing copyrighted material, in any form without permission or consent from the copyright holder.

Students are responsible for complying with copyright laws and MPI's policy and procedures for computer use. The Digital Millennium Copyright Act (DMCA) of 1998 amends the federal copyright law to provide certain liability protections for online service providers when their computer systems or networks carry material that violate (infringe) copyright law. The Digital Millennium Copyright Act specifies that all infringement claims must be in writing (either electronic mail or paper letter). Students should not download, upload, transmit, make available, or otherwise distribute copyrighted material without authorization using the institute's computer systems, networks, Internet access or storage media. Contact a staff member or see the student handbook for details on making an infringement claim.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

## **EXHIBITION OF STUDENT WORK**

Student work, past or present, is shown in the classroom and is an essential component to the learning process of filmmaking. Students will be required to share their films or projects for group discussion, evaluation and mentoring. Students should be prepared to listen and learn from comments and critiques that are both positive and negative.

## **CREDITS**

Students must credit the school in any and all film projects produced while attending the program by placing the school bumper at the beginning of their films. If the bumper is not available then the student may place an intro credit at the beginning of each film that shall read as follows: "Motion Picture Institute presents." An end credit must be read: "Facilities and Equipment provided by Motion Picture Institute."

## **CAMPUS SECURITY AND CRIME PREVENTION**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, more commonly known as the Clery Act, is contained (along with other security-related disclosure requirements) in section 485 of the Higher Education Act, codified at 20 U.S.C. § 1092. It requires all postsecondary education institutions to keep records and report annually on the nature, date, time, and place of crimes occurring on campus, including hate crimes. It also prescribes a number of security related protocols for emergency response procedures, timely notifications for on-campus crimes, etc.

For your information, a copy of Motion Picture Institute's Annual Campus Safety and Security Report (also known as our Annual Security Report, or ASR) is available on the school website (see below). This report is distributed in compliance with the Clery Act. Also included is a copy of information relating to Motion Picture Institute's Drug and Alcohol Abuse Prevention Programs. The ASR and Drug and Alcohol and Abuse Prevention programs information is available online at [CAMPUS SECURITY \(motionpicture.edu\)](http://CAMPUS SECURITY (motionpicture.edu))

Motion Picture Institute's commitment to safety and security includes:

- Providing a secure and crime free environment for students, faculty and staff.
- Performing regular evaluation of security programs.
- Monitoring and following up on each crime reported at a Motion Picture Institute location.

We believe student, faculty, and staff behavior which promotes security awareness is important in all aspects of our lives and we encourage all students, faculty and staff to accept responsibility for their own security as well as the security of other members of the Motion Picture Institute community.

See the MPI Campus Security Policy Manual available on the school website [CAMPUS SECURITY \(motionpicture.edu\)](http://CAMPUS_SECURITY(motionpicture.edu)) for detailed policies, procedures and reporting.

## **SEXUAL HARASSMENT AND DISCRIMINATION**

MPI is committed to a policy of Equal Opportunity for its students and employees. As such, it is essential that the entire institute recognize the need for an awareness of, sensitivity to, and respect for the cultural heritage and gender of others. An individual's or group's action or activities which promote degrading or demeaning social stereotypes based on race, color, age, ancestry, national origin, sex, sexual orientation, pregnancy, religion, marital status, physical handicap or mental handicap, medical condition, or veteran's status will not be tolerated. Likewise, verbal and/or physical conduct by any employee, faculty member or student that harasses, disrupts, or interferes with another's performance or which creates an intimidating, offensive or hostile environment will not be tolerated.

Each supervisor and instructor have a responsibility to maintain a workplace and classroom environment free of any form of harassment.

Students or employees who behave abusively toward other students or employees of MPI based on the aforementioned criteria will face serious consequences and will be subject to disciplinary action, up to and including expulsion as a student or termination as an employee.

Any employee, instructor, or student who believes that the actions or words of a supervisor, employee, instructor, or fellow student constitutes harassment has a responsibility to report the incident as soon as possible. It should also be noted that the definition of harassment is not limited to the supervisor-employee or instructor-student relationship. Peer harassment will also be reported.

Sexually harassing conduct at MPI is prohibited. Such conduct includes, but is not limited to: Sexual flirtation, touching, advances, or propositions; Verbal abuse of a sexual nature; Graphic or suggestive comments about an individual's dress, or body; Using sexually degrading words to describe an individual; Display of sexually suggestive objects or pictures.

Any person who has a complaint regarding sexual harassment should contact the Director of Education. All complaints of any type of harassment will be investigated promptly, in an impartial and confidential manner. The Director will address formal complaints of harassment in the following manner: Upon receipt of a written complaint, an in-depth investigation will be conducted. After evaluating the specifics of the investigation, the Director will issue a finding and attempt to resolve the matter. In cases in which a student chooses not to file a formal complaint, MPI may still take appropriate action being mindful of the complainant's desire for confidentiality. In all cases, the person making a complaint is to be informed in writing about the findings and conclusions reached regarding the complaint.

Any employee or student who is found, after appropriate investigation, to have engaged in harassment will be subject to appropriate disciplinary action, possibly including dismissal.

Harassment may also constitute a violation of state or federal law and may be referred to appropriate authorities.

See the MPI Campus Security Policy Manual available on the school website [https://www.motionpicture.edu/wp-content/uploads/2022/07/campus\\_security\\_report\\_2022.pdf](https://www.motionpicture.edu/wp-content/uploads/2022/07/campus_security_report_2022.pdf) for detailed policies, procedures and reporting.

## **LEARNING DIFFERENCES, PHYSICAL DISABILITIES & REASONABLE ACCOMMODATION POLICY**

Students with a learning difference or physical disability that may impact their class and/or academic performance must meet with the admissions office prior to enrollment so that any necessary and reasonable arrangements can be made. Such students will meet with an advisor at the beginning of the program to arrange an appropriate plan to facilitate any special needs or requirements.

Motion Picture Institute facilities are wheelchair accessible including restrooms. Motion Picture Institute cannot accommodate an individual who does not inform school officials about his or her disability and his or her need for an accommodation. If a student believes that an accommodation is needed, the request for an accommodation may be made at any time during their enrollment. However, a request for accommodation must be made in prior to the coursework to which it applies.

All requests should be made to the Director of Enrollment at 248-528-1760 or email contact to [admin@motionpicture.edu](mailto:admin@motionpicture.edu). Please provide your name, the accommodation being requested, any supporting documentation such as a physician's note. All requests will be evaluated and responded to with a grant or denial within 21 calendar days from the date of submission.

## **NON-FRATERNIZATION POLICY**

Due to the inherently unequal relationships that exist between Instructors or staff members and students and the possibility of unequal treatment, sexual or close social relationships between faculty or staff members and students are prohibited.

## **FERPA POLICY**

Motion Picture Institute has adopted the following policies and procedures in accordance with the Family Educational Rights and Privacy Act of 1975, 20 U.S.C. Section 1232(g) (as amended). FERPA rights commence when students begin their first course at Motion Picture Institute. Motion Picture Institute will not release information to parents or other individuals regarding a student's academic record unless this privacy is waived in writing by the student. The student can change his/her mind at any time by informing Motion Picture Institute's Director of Enrollment in writing.

### **Rights under FERPA**

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

- 1. The right to inspect and review his or her education records** within 45 days of the day Motion Picture Institute receives a request for access. Students should submit to the Director of Education written requests that identify the record(s) they wish to inspect. The Director of Education will make arrangements for access and notify the student of the time and place where the records may be inspected. If the particular records are not maintained by the Director of Education, the Director shall advise the student of the correct individual at Motion Picture Institute to whom the request should be addressed.

**2. The right to request an amendment of any of the student's education records** that he or she believes are inaccurate or misleading. When requesting an amendment, the student should write the Director of Education, clearly identifying the part of the record they want changed and specifying why it is inaccurate or misleading. If Motion Picture Institute decides not to amend the record as requested by the student, Motion Picture Institute will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Students may submit a statement to be kept and disclosed with the record if Motion Picture Institute still decides not to amend the record after the hearing. Additional information regarding the procedures will be provided to the student when he or she is notified of the right to a hearing.

**3. The right to consent to disclosures of personally identifiable information** contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by Motion Picture Institute in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom Motion Picture Institute has contracted (e.g., an attorney, auditor, or collection agent); a person serving on the Board; or a student serving on an official committee (e.g., a disciplinary or grievance committee) or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, Motion Picture Institute discloses education records without consent to officials of another school in which a student seeks admission or intends to enroll.

Records may be released by the school to auditors for annual audit purposes, accreditation agencies, and state and federal oversight agencies, including the Veteran's Administration, the Office of Student Financial Aid, the State Licensing Board, and other agencies that may legitimately request insight into the school's operations. Records may also be released to the banks or other lenders having provided loans for payment of tuition or living expenses. The school keeps a record of such access by the third parties.

You, as a student, are also herein advised of the right to file a complaint with the US Department of Education concerning alleged failures by Motion Picture Institute to comply with the requirements of FERPA. The complaint must be filed within 180 days of the date you learned the circumstance of the alleged violation.

Any timely complaints from a parent or eligible student alleging violations of the provisions of FERPA may be submitted in writing to: Family Policy Compliance Office, US Department of Education, 400 Maryland Ave. SW, Washington, DC 20202-4605.

<http://www.ed.gov/policy/gen/guid/fpc/ferpa/index.html>

## **SOCIAL SECURITY NUMBER**

MPI is dedicated to ensuring the privacy and proper handling of confidential information pertaining to students and employees. The Social Security Number shall be required of all entering students for their permanent student records. An alternative student identification number will be assigned to each student. This identification number will be used for all purposes that do not require a SSN. In no event shall grades be posted using the SSN.

## **STUDENT RECORDS AND FILE ACCESS**

Student's files contain the institutional information for each student who has enrolled in a school program. MPI maintains a permanent electronic copy of all student records that includes:

1. Personal information (name, address, phone)
2. Admissions application and enrollment agreement.
3. Grades, attendance and progress reports.
4. Documentation of all student advisory sessions including any disciplinary warnings given or action taken.
5. Financial aid records including all personal information used to determine the student's eligibility for financial aid or used to verify the data given in the financial aid application.
6. Payment plan applications and agreements.
7. Tuition accounts: payments received, extra charges incurred and any balance owed by the student.

For graduates these additional items.

- a. Employment data.
- b. Official transcript and certificate.

A physical copy of these materials is maintained on site for seven years. Students have the right to view their education records and may do so by submitting a request with the Director of Enrollment and arranging a time that is convenient for both parties. Students may request a change to their records if they believe they are inaccurate. Parents seeking access to these documents must have students sign an authorization to release records and, that being done, may call the school to check on academic progress or to request a transcript.

FERPA regulations do permit a school to disclose a student's education records to his or her parents if the student is a dependent student under IRS rules that define a student as a dependent if they are listed as a dependent on their parent's income tax return. If the student is dependent as defined by the IRS, disclosure may be made to either parent, regardless of which parent claims the student as a dependent. Further, a school official may disclose information from a student's education record to parents in the case of a health or safety emergency involving the student or share with parents' information that is based on that official's personal knowledge or observation and that is not based on information contained in an education record.

MPI does not release transcripts for documents from other institutions. A student should seek other institutions' transcripts from the original source.

## **STUDENT PROGRESS REPORTS**

Students receive a progress report within ten days after the start of the following phase that is being reported. Students may also access their individual course grades and progress through the online LMS. Students' records are maintained by the school for seven years and are available to the student upon request.

## **STUDENT TRANSCRIPTS**

Student transcripts are permanently retained by the school in electronic form. Students may request copies of their academic transcripts by submitting a request to the MPI registrar via the school website at <https://www.motionpicture.edu/transcript-request/>. The request must include the students' full name (maiden name if applicable), date of birth, year graduated, program, address, email, phone and to whom the transcript is to be sent. Only students who have cleared all financial obligations will be eligible to receive a transcript, once graduated. MPI can mail or email certified transcripts directly to other institutions or businesses.



## **TRANSFERABILITY OF CREDIT**

The transferability of credits students earn at Motion Picture Institute is at the complete discretion of the institution to which the student may seek to transfer. Acceptance of the certificate students earn in The Motion Picture Production Program is also at the complete discretion of the institution to which the student may seek to transfer. If the credits or certificate that the student earns at this institution is not accepted at the institution to which the student seeks to transfer, the student may be required to repeat some or all of the coursework at that institution. For this reason, students should make certain that their attendance at this institution will meet their educational goals. This may include contacting an institution to which a student may seek to transfer after attending Motion Picture Institute to determine if their credits or certificate will transfer.

## **ENGLISH LANGUAGE REQUIREMENT**

MPI does not offer visa services to prospective students from other countries or English language services. All instruction occurs in English. English language proficiency is determined during the admissions interview and by submitting a TOEFL or IELTS listed in the catalog and documented by an executed Student Enrollment Agreement.

## **DRESS CODE**

Although the mode of dress is casual, shoes, pants, shirts must be worn at all course sessions. Students are required to carry security ID key cards at all times while on school premises. Discretion, modesty and good taste are expected at all times. Students are suspended from class until they meet these standards. Missing class for such reasons is counted as unexcused absences.

## **CONDUCT**

Students are expected to conduct themselves honorably and with dignity at all times. Students are responsible for learning and abiding by state and local laws. Conviction for a criminal offense or any behavior reflecting dishonor or discredit on the school, its instructors, or staff is sufficient grounds for termination. In addition, MPI reserves the right to terminate enrollment in the event of cheating, disruptive or aggressive behavior, threatening actions, theft, vandalism, illegal drug use, smoking indoors, possession of dangerous weapons, use of intoxicants, or destruction of property at studios, offices, classrooms or any other accommodations arranged by MPI.

Similarly, other behavior that violates school rules and disobedient or disrespectful behavior toward other students, staff or instructors will also not be tolerated and may result in dismissal from the school. Students exhibiting unsatisfactory conduct are placed on probation for the remainder of the program. If satisfactory conduct is not maintained while on probation, students are terminated from the program. The Department of Veteran's Affairs will be notified of any VA eligible student's termination.

## **STUDENT COMPLAINT PROCEDURES**

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

This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
(703) 247-4212  
[www.accsc.org](http://www.accsc.org) | [complaints@accsc.org](mailto:complaints@accsc.org)

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting [complaints@accsc.org](mailto:complaints@accsc.org) or at <https://www.accsc.org/Student-Corner/Complaints.aspx>

## **GRIEVANCE PROCEDURES**

If a student has a complaint about any aspect of their experience with MPI they should, in the first instance, contact the Director of Education or student advisor to discuss their complaint. After the initial discussion, the student may request to speak with another staff member. If the student is not satisfied with the resolution of their complaint following these discussions, they may submit a written complaint. All formal, written complaints are logged and investigated by the school President.

The student will receive written confirmation within seventy-two (72) hours that their written complaint has been received, and a formal response to their complaint within ten (10) calendar days. Formal complaints are investigated by the school President, or in the case of there being a conflict of interest, an independent arbiter may review the complaint and make a determination.

If the student believes their grievance has not been adequately resolved and they believe they have grounds for appeal, the student may lodge an appeal within ten (10) calendar days.

## **GROUND FOR GRIEVANCE APPEAL**

The appeals process allows for assessment of the situation by an independent committee. This will be the Appeals Subcommittee made up of an independent review board of school advisors. Within ten (10) calendar days the school President shall convene an Appeal Board Subcommittee that is made up of an independent review board chaired by the Director of Education and shall be comprised of two student representatives and two faculty representatives selected randomly by the school President. Those faculty members picked to serve would be asked to exercise good judgment (that is, guard against any possible conflicts of interest). The President will vote only in the case of a tie.

Written statements setting forth the complaint, the evidence and the justification for why the appeal should now be heard by the Appeals Board will be submitted by the student in writing no later than seven (7) calendar days prior to the convening of the Board.

The Appeals Board Subcommittee shall convene and assess the situation, the grievance, the initial determination and the grounds for appeal. The prescribed Appeals Board will assure the student the right to have material witnesses. The Appeals Board will make its final recommendation after all materials have been reviewed, discussed and adjudicated at the conclusion of the hearing. The Appeals Board shall submit its recommendation in writing to the affected parties and to the petitioning student within 72 hours of its decision. The recommendation will be forwarded to the school President. The decision of the school President shall be final.

All of the above proceedings will occur in a professional manner and all efforts will be made to protect the rights of all parties involved. These proceedings do not preclude student or faculty rights to seek redress within or outside the institution.

## **COMPLAINTS TO THE STATE**

Should student determine that the MPI grievance policy has not been applied as stated student may contact the Michigan Department of Attorney General, Consumer Protection Division at (517) 373-1140 or file a complaint form at [Post-Secondary\\_Complaint\\_Instructions\\_FINAL\\_032020\\_685912\\_7-\(34\).pdf](#) ([michigan.gov](#))

## **VACCINATION POLICY**

MPI does not require vaccinations to attend.

## **WEAPONS POLICY**

MPI prohibits any weapons on the premise. Fake or prop weapons for use in student films must be approved by either the Director of Education or school President.

# **FINANCIAL AID POLICIES**

## **FINANCIAL AID DEPARTMENT**

The goal of the Financial Aid Department at MPI is to assist qualified students to apply for and receive financial aid. All financial aid paperwork must be submitted to the Financial Aid Director prior to orientation (unless an extension is granted by the Financial Aid Director) or the student may be placed on a cash payment plan. MPI reserves the right to suspend or administratively withdraw a student who does not meet cash payment obligations.

## **FINANCIAL AID POLICIES**

Students may opt to enter into a monthly payment plan paid directly to MPI or via a third-party servicer. Payment plans are subject to finance charges, late fees if not paid on time, and transaction fees. If any installments are not paid when due, all remaining installments shall, at the option of the holder, become immediately due and payable. If payments are not received on time, the student may be blocked from lab practical projects and access to gear until all payments are made to MPI. MPI will not issue certificates or transcripts until all graduation requirements and monetary obligations have been met.

Any student who is experiencing financial difficulties should arrange a meeting with the Business Office to discuss his or her payment schedule. If a student defaults on the payment schedule agreed to in the Retail Installment Contract, MPI reserves the right to suspend or administratively withdraw that student. All students whose balance is unpaid two weeks prior of his or her program of study may be suspended. The student will be readmitted to class only if an acceptable payment agreement is made with the Business Office.

In the event of prolonged illness, accident, death in the family, or other circumstances that make it impractical for a student to complete his or her program of study, MPI will consider a settlement that is reasonable and fair to both parties. The student must furnish official or legal written documentation to support such a request.

MPI reserves the right to notify any funding agency of changes in a student's status.

A waiver must be signed by the student in order to divulge any information to persons other than auditors and funding agencies.

The school reserves the right to cancel any class start. In such a case, students may request a full refund of all monies paid, or apply all monies to the next available class start.

The school reserves the right to change or modify the program content, equipment, staff or materials, as it deems necessary. Such changes may be necessary to keep pace with technological advances and to improve teaching methods or procedures. In no event will any such changes diminish the educational standard or content of any program or result in additional charges to the student.

## **FEDERAL FINANCIAL AID STUDENT ELIGIBILITY**

To be eligible to receive federal student aid, you must:

- Be a citizen or eligible noncitizen of the United States.
- Have a valid Social Security Number. (Students from the Republic of the Marshall Islands, Federated States of Micronesia, and the Republic of Palau are exempt from this requirement.)
- Have a high school diploma or a General Education Development (GED) certificate, or have completed homeschooling. If you don't, you may still be eligible for federal student aid if you were enrolled in college or career school prior to July 1, 2012. Go to <https://studentaid.ed.gov/eligibility/basic-criteria> for additional information.
- Be enrolled in an eligible program as a regular student seeking a degree or certificate.
- Maintain satisfactory academic progress (see page 48).
- Not owe a refund on a federal student grant or be in default on a federal student loan.
- Register (or already be registered) with the Selective Service System, if you are a male and not currently on active duty in the U.S. Armed Forces. (Students from the Federated States of Micronesia, the Republic of the Marshall Islands and the Republic of Palau are exempt from registering; see <https://sss.gov> for more information.)
- Not have a conviction for the possession or sale of illegal drugs for an offense that occurred while you were receiving federal student aid (such as grants, work-study, or loans). If you have such a conviction, you must complete the Student Aid Eligibility Worksheet to determine if you are eligible for aid or partially eligible for aid.

Many types of federal student aid, such as the Federal Pell Grant or subsidized loans where the government pays the interest while you are in college, also require you to have financial need. Additionally, once you have a bachelor's degree or a first professional degree, you are generally not eligible for Pell or Federal Supplemental Educational Opportunity Grants (FSEOG).

Other requirements may apply. Contact our financial aid office for more information.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

Motion Picture Institute Student Financial Aid Office, in partnership with students (and students' parents) provides federal and private funds to help defray the cost of education. Student financial aid recipients have a number of responsibilities and rights.

**As a student financial aid recipient, it is your responsibility to:**

- reapply for financial aid each year by filing the Free Application for Federal Student Aid (FAFSA) and submitting all required documents to the Motion Picture Institute. Financial aid is not automatically renewed each year.
- complete and submit application materials within required or preferred timeframes and check with school Financial Aid Office to ensure all required forms have been submitted.
- provide additional documentation or information as requested by our Financial Aid Office.
- read and understand all materials sent to you from the school and keep copies of all forms you sign.
- comply with the provisions of any promissory note and all other agreements you sign.
- know and comply with the federal, state, and institutional rules governing the financial aid you receive. This information is on the FAFSA, on the materials sent with your financial aid offer, and on the school website. These rules include, but are not limited to, not being in default on any prior educational loan and not owing a refund on a federal grant due to repayment.
- report other sources of student financial aid to the school.
- use student financial aid proceeds solely for direct educational costs and related living expenses.
- know the implications that withdrawing from the school will have on your financial aid.
- maintain satisfactory academic progress (SAP).
- keep your residing and permanent addresses current with the school's Admissions Office.
- check your canvas assigned account often since information and requests are sent via email.
- pay all previous past due charges appearing on your school bill before financial aid is disbursed for the current session.
- Provide the school with up-to-date address for any mailed financial aid issued refunds.

**As a student financial aid recipient, you have the right to:**

- know the correct procedures for applying for student financial aid, your cost of attendance, and the types of aid available.
- know how financial need is determined, what the criteria are for offering financial aid, how reasonable academic progress is determined, and what you have to do to continue receiving aid.
- know the type and amount of assistance you will receive, how much of your financial need has been met, and how and when you will receive your financial aid funds.
- view the contents of your student financial aid file, in accordance with the Family Education Rights and Privacy Act (FERPA).
- know the conditions of any loan you accept.
- appeal any decision with the school Financial Aid Office in regard to your financial aid application.

## FEDERAL FINANCIAL AID PROGRAMS

Federal student aid is awarded based on the applicant's need and factors such as income, assets, and benefits. Financial aid applications and a guide to financial aid are available from MPI Financial Aid. The guide provides general information regarding eligibility, application processes, and Federal financial aid programs.

The Federal Student Aid Award Year is the 12-month period that begins on July 1 of one year and ends on June 30 of the following year. Students may submit a FAFSA for the next award year beginning on January 1. Students receiving a second disbursement after July 1 must submit an updated FAFSA. Students should be aware that this may change their financial aid eligibility.

Students interested in applying for federal financial assistance must complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov) and list our school code: 042938.

The FAFSA may be completed online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) NOTE: Special status and students who do not meet eligibility and/or citizenship status on the FAFSA may not be eligible for federal student financial assistance. For additional eligibility information, please visit <http://studentaid.gov/eligibility>

Once a valid and processed FAFSA is received, this information will be reviewed to determine if additional information and updates are required (a process called VERIFICATION). If no additional information or updates are required, the FAFSA will be used to determine a student's eligibility for various aid programs. Your eligibility will depend on the following items:

- I. Cost of attendance (COA)
- II. Expected Family Contribution (EFC)
- III. Year in school; and
- IV. Enrollment status (full, ½ time)

For more information about the FAFSA and how information is used to determine student aid eligibility, amounts, and other detailed information, please visit [studentaid.ed.gov](http://studentaid.ed.gov).

Students receive a financial aid award letter when their application for financial aid has been processed that states the type, amount, and conditions of financial aid offered. The student must be admitted to MPI, remain in good academic standing, and meet all other general eligibility requirements for student financial assistance.

In addition to the FAFSA, students who anticipate using federal financial aid may also need to complete and submit these documents:

- Master Promissory Note (MPN) (if student loans are being requested)
- Entrance Counseling (if student loans are being requested)
- **If selected for verification, a tax transcript from the prior year is required. For example, the 2021-2022 FAFSA verification requires the student or parent's 2018 tax transcript.**

Students are responsible for payment of tuition and course materials fees not covered by federal financial aid prior to the start of each course.

### TYPES OF FEDERAL STUDENT AID

Federal Student Aid includes Pell Grants, Subsidized and Unsubsidized Stafford Loans, and Parent PLUS Loans.

#### Federal Pell Grants:

The Federal Pell Grant Program provides need-based grants to low-income undergraduate students. Financial need is determined by the U.S. Department of Education which is dependent on the student's expected family contribution, the cost of attendance, the student's enrollment status, and whether the student attends for a full academic year or less. MPI will advise students as to your eligibility after having completed the Free Application for Federal Student Aid (FAFSA). A Federal Pell Grant does not have to be repaid.

### **The Federal Direct Loan Program:**

The Federal Direct Loan Program is a Student Financial Assistance program provided by the U.S. Department of Education that provides students with a simple, convenient, and flexible way to borrow money to pay for Postsecondary education. Schools that participate in the Federal Direct Loan Program receive loan funds directly from the U.S. Department of Education and disburse them to eligible students. Direct loans are: simple—borrow directly from the federal government; convenient—access Direct Loan resources and your account information online, 24 hours a day, 7 days a week; flexible—choose from several repayment options.

### **FINANCIAL AID DISBURSEMENT SCHEDULE**

Federal Student Aid (FSA) will be disbursed in two (2) equal disbursements. Each disbursement will be approximately half (  $\frac{1}{2}$  ) of the FSA that the student has been awarded. Since origination fees are charged to Stafford and PLUS loans, disbursements of FSA loan funds will be of the net amount the awarded loan amount.

The first disbursement of Direct Stafford loans will occur approximately thirty (30) days after a student begins attending classes. Pell grants and PLUS loans typically disburse after the 1st week of class. The second and final disbursement will occur once a student has successfully completed 338 clock hours and at least 23 weeks of instruction.

### **FINANCIAL AID PRIOR TO ATTENDING MPI**

Federal regulations require an institution to determine all previous Federal Title IV aid received by the student prior to disbursement of funds when a FAFSA is processed. The Central Process System (CPS) matches students against the National Student Loan Data System (NSLDS).

MPI will review all NSLDS data reported by each school at which a student was previously enrolled. Financial aid awarded at other schools could limit the amount of financial aid available at MPI.

### **FINANCIAL NEED**

Financial need is defined as the difference between the cost of attending school and the student's (and/or family's) expected family contribution (EFC). A Central Processor to whom the student's Free Application for Federal Student Aid (FAFSA) is submitted conducts determination of the EFC, based on federal guidelines. MPI staff then determines the student's Cost of Attendance. An average cost of attendance for a student attending MPI consists of tuition and fees, room and board allowance, transportation allowance, personal and miscellaneous allowance, and books/supplies allowance. Tuition and direct academic costs are assessed for one academic year.

Living expenses are estimated using nationally approved living expense guidelines. These components of the cost of attendance are estimates and will vary from student to student depending on the student's living arrangements (students living with parents, roommates, or living on their own).

For specific details on calculating cost of attendance, contact the Financial Aid Director. The federal need formula can be stated as follows: Cost of Attendance – EFC – estimated financial assistance not received under Title IV = Financial Need. Financial need determines eligibility for different sources of student aid.

### **CREDIT BALANCES**

If a student receives funding in excess of their tuition and fees, the student may choose to have the credit balance directly paid to the student. If the credit balance is the result of student loan funds, students may choose to have the funds returned to the lender - doing so will reduce the loan amount.

Credit balances will be paid/disbursed per the student's instructions within 14 days of the credit balance occurring. Payment of credit balances will be made by check. Students who plan to borrow additional funds for living expenses should be aware that funds will not be immediately available. Please refer to the financial aid disbursement schedule for details on when disbursements of aid are expected. Living expense checks will not be issued until a credit balance occurs on the student's account.

If the student wishes to maintain a credit balance, they must provide written authorization to the school financial aid office with 14 calendar days of notification. Any cancellation of the authorization to hold excess Title IV funds will result in the funds being paid directly to the student or parent no later than 14 days after the school receives the notice.

## **VERIFICATION**

The Department of Education randomly selects students for verification. Students who have had their FAFSAs selected for verification must submit all verification documents within 30 days of being selected for verification.

Applicants who are selected for verification prior to enrollment must complete all verification requirements before the first day of scheduled classes. The U.S. Department of Education encourages students and parents to use the IRS Data Retrieval Tool to import data from their tax return and not change it. It is the most efficient method of meeting verification requirements. If students cannot or will not use the IRS Data Retrieval Tool they must provide an IRS tax return transcript for the student and spouse or parents as applicable. Other documentation may include a signed statement, institutional certification, copy of the tax return, Form W-2, Form 4868, agency documentation, original government issued ID and signed statement of educational purpose or a copy of that ID and the statement notarized. Students will be notified of what documentation is required to meet their verification requirements. No aid will be disbursed to students until the verification process is complete.

## **FINANCIAL AID HOLDS**

Students who are not meeting MPI's Satisfactory Academic Progress standards will not be eligible to receive any disbursements of Federal Student Aid (see SAP policies). In such cases, disbursement of aid will be placed on hold until the student has regained a satisfactory academic standing.

## **LOAN DEFAULT PREVENTION**

Students are responsible to repay, in full, all loans used to pay for their education. Repayment of student loans helps ensure the availability of loan funds for the future. Borrowers are encouraged to take the responsibility of loan repayment seriously. Some helpful hints on avoiding delinquency are as follows:

- Send in the required payment each month even if a bill was not received.
- Send in larger or additional payments to reduce the amount of interest paid on the loan. Be sure to indicate that the extra amount should be applied to the principal or used as a future payment.
- Remember that overpaying one month does not mean that the next month's payment can be skipped or reduced.
- Call your lender/servicer immediately if the payment will not be made on time or in cases of financial hardship. The lender/servicer may be able to work out an alternative plan.
- Know deferment rights. After sending in the necessary forms, follow up with the lender/servicer to confirm that the appropriate loan(s) has been deferred.



- Understand the borrower's rights and responsibilities under each loan program. Keep all paperwork such as promissory notes, lender correspondence, cancelled checks, etc.
- Always call to resolve a discrepancy.
- Never ignore correspondence or requests for payment from the lender/servicer. If a default occurs on the loan(s), despite all arrangements available to prevent this from happening, the following repercussions may occur:
- The default status may be reported to a national credit bureau and have a negative effect on credit ratings for seven years.
- Deferment possibilities may be lost.
- Wages may be garnished.
- Federal and state income tax refunds may be withheld.
- Ineligibility status for any further federal or state financial aid funds.
- The entire unpaid amount of the loan, including interest and cost of collection, may become due and payable immediately.

Students may obtain additional information about loan repayment and default prevention guidance from the MPI Financial Aid Office.

### **DIRECT LOAN EXIT COUNSELING**

Direct Loan Exit Counseling is a mandatory information tutorial that is required of all student borrowers who are graduating, withdrawing, or dropping below half-time enrollment. Exit Counseling, which helps prepare students for loan repayment, is required by law, and must be completed online at <https://studentaid.gov/exit-counseling/> before graduating student borrowers can receive their certificates.

Students must repay their federal student loans even if they:

- didn't complete their program of study
- can't find employment after graduation, and/or
- aren't satisfied with the education or other services paid for with federal student loans

The Financial Aid Office provides Repayment and Default Prevention information to all students who are required to take Exit Counseling. For more information on student loan repayment, click on this link: [Student Loan Repayment | Federal Student Aid \(https://studentaid.gov/manage-loans/repayment\)](https://studentaid.gov/manage-loans/repayment).

Completion of Direct Loan Exit Counseling is documented electronically by the Financial Aid Office.

## COMPLETING AN ONLINE EXIT COUNSELING SESSION

Take advantage and meet with a Financial Aid Student Loan Office for an in-person loan advising appointment to complete this online session.

Have available the following information:

1. FSA ID Username and Password. Waiting Room | Federal Student Aid (<https://studentaid.gov/fsa-id/sign-in/landing>)
2. PROVIDE 3 REFERENCES, INCLUDING NAME, ADDRESS, E-MAIL ADDRESS, AND TELEPHONE
  - a. CLOSEST RELATIVE or NEXT OF KIN
  - b. REFERENCES (I.E. EMPLOYER, COUNSELOR, RELATIVE NOT IN SAME HOUSEHOLD).
3. INSTRUCTIONS
  1. Go to <https://studentaid.gov/> or <https://studentaid.gov/exit-counseling/>
  2. Click on the 'Login' icon and enter your Federal Student Aid ID (FSA ID). Please note, if you login incorrectly three times or more with the wrong username or password, the account will be locked for 30 minutes. Please use the forgot your username or password option.
  3. Review disclaimer information
  4. Click on the icon link 'Complete Exit Counseling'
  5. At 'Complete Counseling' screen, scroll down to Exit Counseling at the bottom of the page and click on 'START' to begin.
  6. In the left navigation bar, under 'Add School to Notify', add 'Motion Picture Institute', then click 'NOTIFY THIS SCHOOL', then click 'Continue'.
  7. Complete the online Exit Counseling session – includes five loan literacy modules.
  8. Complete 'CHECK YOUR KNOWLEDGE' boxes to advance in the session.
  9. Click 'SUBMIT' upon completion.

Tip\* Check your student loan status each phase by registering with your student loan servicer at their website for first-hand information on your student loans

It is important to remember that your federal loan servicer is there to help you stay clear of delinquency and default. There are a variety of options they can provide.

The worst thing you can do is ignore them! Here is a website with a list of the USDOE's Federal Loan Servicers.

For a full history of your federal student loans, please go to [FSA ID | Your Account for Federal Student Aid](#).

# **INSTITUTIONAL REFUND POLICY**

## **Refund Policy:**

MPI student refund policies are compliant with state law and post-secondary authorization licensing rules. All refund policies are printed in the MPI catalog and Enrollment Agreements.

## **Refund if MPI Cancels Classes:**

If tuition and/or fees are collected in advance of a start date and the school cancels the classes, all tuition and fees will be refunded.

## **Refund If MPI Rejects an Applicant:**

If an applicant is rejected by the school, he or she is entitled to a 100% refund of tuition (0% tuition charged) and all fees.

## **Students' Right-To-Cancel:**

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

All monies paid by an applicant must be refunded if requested within three business days after signing the enrollment agreement and making an initial payment. An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid minus a \$150.00 registration fee.

An applicant may contact the Director of Enrollment or Student Advisor to cancel their enrollment.

## **Cancellation after the Start of Class:**

If a student cancels after starting class, student will be liable for the following:

1. The \$150.00 registration fee.
2. Tuition as of the student's last date of attendance ("the effective date") based on the refund policy outlined below.

## **Withdrawal or Termination after the Start of Class and after Cancellation Period:**

Student shall be deemed to have withdrawn or terminated from the school once instruction has begun and when any of the following occurs:

- (1) student notifies the Director of Enrollment or a Student Advisor of his or her intent to withdraw or as of the effective date (last date of attendance) of Student's withdrawal, whichever is later;
- (2) declared unofficially withdrawn if student fails to attend program activities for a period of 10 consecutive class days or 14 calendar days or both
- (3) the school terminates a student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the school including, the Student Code of Conduct; failure to meet financial obligations to the school; and/or for cause determined within the school's sole discretion.

## REFUND CALCULATION

After the start of class, the following refund amounts apply:

1. A refund calculation will be prepared if a student has completed fifty percent (50%) or less of the period of enrollment of the program.
2. Students will be charged according to the number of weeks attended per the chart below.
3. When determining the number of weeks completed by the student, the institution will consider a partial week the same as if a full week was completed, provided the student was present at least one day during the scheduled week.
4. If student completes more than fifty percent (50%) the entire tuition has been considered earned. If a student is on a payment plan, the student is liable for the full tuition and finance fees per any payment plan agreement which will continue in full force and effect until completed.

The following policy will apply:

### **Weeks Attended % earned Amount Owed to Institution**

1	10%	\$ 1,735.00
2-8	20%	\$ 3,470.00
9-14	30%	\$ 5,205.00
15-18	40%	\$ 6,940.00
19-23	50%	\$ 8,675.00
24-46	100%	\$17,350.00

Example of Refund:

- i. 46 weeks of training begins on September 27th with a completion date of Sept 2nd.
- ii. Student is financially responsible for the 46 weeks of training.
- iii. Tuition is \$17,350.00
- iv. Last date of attendance is November 15th
- v. Date of determination is November 29th per refund policy

Number of weeks attended	7 weeks
Tuition paid in advance	\$17,350.00
Pro rata portion completed based on chart above	20%
Tuition earned (owed to the school)	\$3,470.00
Refunded to the student by January 12th	\$13,880.00

## REFUND RETURN PERIOD

Any applicable refund will be calculated within thirty (30) calendar days of the determination of withdrawal. A return of funds to be issued no later than forty-five (45) days of the date of determination of withdrawal.

## INSTITUTIONAL REFUNDS FOR VA CERTIFIED STUDENTS

If a student receiving veterans' benefits fails to enter a course or withdraws, or discontinues at any time prior to completion, the refund or advanced payments will be an appropriate pro rata portion of the charges for tuition, registration fee less \$10.00, and other charges that the length of the completed portion of the program bears to its total length.

## **RETURN TO TITLE IV POLICY**

The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws at any point in time during the payment period. If a student did not start or begin attendance at the school, the R2T4 formula does not apply.

### **For official withdrawals**

**Official Withdrawal Process:** If a student wishes to withdraw from school, they must notify the Director of Enrollment or a Student Advisor of the school. The notification may be in writing or orally. A student's withdrawal date is the date the school received notice from the student that they are withdrawing. The date the notification is received is the date of determination. The Director of Enrollment or Student Advisor must begin the withdrawal process. For unofficial withdrawals a student's withdrawal date is: their last day of physical attendance.

### **For Unofficial Withdrawals**

The school's determination that a student is no longer in school for unofficial withdrawals is determined after 10 consecutive class days or 14 calendar days or both of non-attendance.

### **Return of Title IV Calculation**

The federal formula requires a Return of Title IV calculation if the student received or could have received (based on eligibility criteria) federal financial assistance in the form of Pell Grants, Direct Loans, Direct Plus loans, and Iraq Afghanistan Service Grants (IASG) during payment period. The percentage of Title IV aid earned is equal to the percentage of payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%.

The percentage of the payment period completed is calculated by the hours scheduled in the payment period as of the withdrawal date divided by the scheduled hours in the payment period.

The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was disbursed as of the withdrawal date.

If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is called a post-withdrawal disbursement. Post-withdrawal disbursements will be made from Pell Grant funds first, if the student is eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell Grant post-withdrawal disbursement will be credited to the student's account. Any remaining Pell funds must be released to the student without the student having to take any action. The funds must be released as soon as possible but no more than 45 days after the date of determination. Any federal loan program funds due in a post-withdrawal disbursement must be offered to the student and the school must receive the student's authorization before crediting their account.

If a credit balance still exists on the student's account after the R2T4 and institutional refund calculations are done, that credit balance must be used to pay any grant overpayment that exists based on the current withdrawal within 14 days from the date that the R2T4 calculation was performed. The overpayment must be eliminated prior to offering a credit balance to a student.

## **For official withdrawals**

The following Title IV refund distribution is used for all FSA students due a refund:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Direct PLUS Loan (Parent)
4. Federal Pell Grant
5. VA, Vocational Rehab, or other agency as applicable
6. The Student

Returns must be made as soon as possible to the federal programs but no later than 45 days after the date of determination.

The statute requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount returned by the school from the total amount of unearned Title IV funds to be returned. Examples of the R2T4 policy are available upon request.

## **TUITION LATE FEES**

Tuition payment late fees of 1.5% per month on all overdue tuition payments if student fails to make tuition installment payments on a timely basis (18% APR).

## **VETERANS BENEFITS**

### **VETERAN BENEFITS DETAIL**

Students receiving Veteran Benefits may apply for benefits under any of the below:

#### **CHAPTER 30, THE MONTGOMERY G.I. BILL ® – ACTIVE DUTY**

Veterans who entered active duty beginning July 1, 1985 and who participated in the 12-month pay reduction program while on active duty. Also includes Chapter 32 active duty persons with eligibility as of October 1, 1996 who elected to participate in the Montgomery G.I. Bill ® Eligibility is decided by the VA. Benefits are paid directly to the student.

#### **CHAPTER 31, VOCATIONAL REHABILITATION AND EMPLOYMENT**

Veterans with a service-connected disability who are rated 10 percent or more disabled according to the Department of Veterans Affairs. Eligibility is decided by a VA caseworker. Tuition is paid directly to the School; other benefits may be paid to the student.

#### **CHAPTER 32, VETERANS EDUCATIONAL ASSISTANCE PROGRAM**

Veterans who entered active duty between January 1, 1977 and June 30, 1985 and who contributed to the program while on active duty.

#### **CHAPTER 33, THE POST-9/11 G.I. BILL ®**

Veterans who accumulated at least 90 days of aggregate service on or after September 11, 2001 with an honorable discharge, or those who received a service-connected disability after 30 days of service may be eligible for Chapter 33, as determined by the VA. Tuition and fees are paid directly to the School, with BAH and book stipends paid directly to the student. All payments are proportionate to Chapter 33 eligibility rating, with BAH payments based on DoD calculator (use school zip code for an E-5 with dependents). This benefit is frequently revised. Please refer to the VA for comprehensive changes to this benefit.

#### **CHAPTER 33/TEB, THE POST-9/11 G.I. BILL ® TRANSFER**

This option is for Chapter 33-eligible service members to transfer unused benefits wholly or in increments to spouses and/or children.

## CHAPTER 35, SURVIVORS AND DEPENDENTS ASSISTANCE PROGRAM

For spouses or children of veterans who died on active duty, whose death was caused by a service-connected disability, or who are rated by the VA as 100 percent permanently disabled.

## CHAPTER 1606, THE MONTGOMERY G.I. BILL ® – SELECTED RESERVE

Benefits are paid directly to eligible individuals who have committed to the required length of enlistment in the Selected Reserve.

### **CHAPTER 1607, Reserve Educational Assistance Program**

Chapter 1607 is potentially payable for individuals in the reserves who were recalled for active duty for at least 90 days beginning September 11, 2001 or later. Eligibility is determined by either DoD or DHS.

### **GI BILL ® CITATION**

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

### **VA BENEFIT RECIPIENT RESPONSIBILITIES**

Veterans receiving Veteran Administration funding for any portion of their program are responsible to directly notify the campus certifying official or military benefits officer of any change of status in their program to include:

- Transferring credits to program from another institution
- Testing out of a class
- Receipt of a failing grade for an entire class
- Modifications to the original program sequence as outlined in the catalog
- Change of program
- Switching from an accelerated program track to an extended track or vice versa
- Exiting the program

Students are expected to contact the military benefits officer by visiting in person, speaking with them over the telephone, or emailing: <mailto:admissions@motionpicture.edu?subject=Re: VA Benefits Request>. Failure to communicate program changes may cause overpayment or underpayment of tuition and/or fees, which may result in debt collection practices from the VA's Debt Management agency or BAH withholding. VA instructs institutions to cut refund checks to students who are issued overpayments for these reasons only, in accordance with the school's refund policy. All other monies will be returned to the issuing agency.

### **VA REFUND POLICY**

The School complies with The Department of Veteran Affairs standards, which defers to institutional refund policy (outlined in the Refund Policies section). Military education benefits received for students who cancel their enrollment prior to matriculation will be sent directly back to the issuing agency.

### **VA STUDENT ACADEMIC FAIL DEBT ACCRUAL**

In situations in which a class is not satisfactorily completed, VA reserves the right to debit the student for some or all of the costs associated with the class, including tuition, fees, book/supplies, yellow ribbon, and Basic Allowance for Housing (BAH). In certain situations, VA will pay for multiple attempts at classes, as long as student is still maintaining satisfactory progress through VAS' Satisfactory Academic Progress Policy.

## **CHANGE OF STATUS/AVOIDING BAH DEBT ACCRUAL**

Students who neglect to inform the military benefits officer of a change of status in program may find their BAH has been withheld from the VA. In order to assist students in this situation, we highly suggest students immediately share any paper correspondence with the campus certifying official/military benefits officer.

## **BENEFIT DISQUALIFICATION AND APPEAL PROCESS**

Veterans wishing to appeal a loss of certification (loss of benefits) must file an appeal with the Student Services Office within 15 business days of notification of loss of certification. The appeal will be considered in a non-arbitrary manner for mitigating or extenuating circumstances. The burden to document the appeal in a reasonable timeframe is on the Veteran.

The appeal will be adjudicated by a panel composed of 1) the Director of Education or his/her designee, 2) The school President or his/her designee, and 3) the Director of Enrollment or his/her designee. The decision of the Appeals Panel is final.

## **VA SATISFACTORY ACADEMIC PROGRESS**

The VA maintains specific criteria that supersede institutional policy for Satisfactory Academic Progress. A veteran shall be subject to the loss of certification and the cessation of future funds from the U.S. Department of Veterans Affairs if the veteran's cumulative academic work falls into one of the following categories:

### **VA SATISFACTORY ACADEMIC PROGRESS**

1. The student has been academically dismissed.
2. The student has had more than 50% of units attempted with an "F," or "Incomplete," for three consecutive classes.
3. The student has been on academic warning (below a 2.00 phase GPA) for two consecutive phases.

Students who are in the (a) or (b) categories will be subject to dismissal as well as loss of certification. Students who are in the (c) category will lose certification and eligibility for the continuation of VA education benefits but will not be subject to dismissal (as long as the cumulative GPA remains at or above 2.0). Students may be dismissed for failure to maintain a 2.0 GPA if they are unable to raise the GPA up to 2.0 after a three-month SAP warning status period. Students who are placed on SAP warning status are required to obtain counseling through student services.

## **BENEFIT ATTENDANCE NOTICE**

The Department of Veterans Affairs will not pay tuition for repeating courses if the failing grade is attributed to failure to meet class attendance requirements. If the campus certifying official is not informed of a break in attendance, the first day eligible for a "W" will be used as the reporting date to the U. S. Department of Veterans Affairs.

## **BREAK PAY**

The VA does not pay BAH during school breaks.

## **VETERANS' TRAINING INFORMATION**

Motion Picture Institute is approved by the State of Michigan Department of Labor and Economic Growth State Approving Agency (SAA) for Veterans' Training.

## **VETERANS BENEFITS STUDENTS COVERED BY CHAPTER 31 SECTION 3679(e)**

NOTE: A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill ® benefits.



MPI policy permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website -eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

MPI policy ensures that it will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

### **MILITARY LEAVE POLICY**

The school may grant more than one interruption of training (IOT) in the event that unforeseen circumstances arise, such as military service requirements, provided that any combined leaves of absence do not exceed 90 days within a 12-month period. However, students who are issued military orders should communicate their obligation and activation dates as soon as possible to both the Student Services and Military Services Departments. The period of the leave may not begin until the student has acknowledged the following:

- An IOT may not exceed 90 days within any 12-month period and the school has approved a written and signed request.
- A military-service related interruption of training (IOT) request that extends beyond 90 days
- must be accompanied with orders and the re-instatement to active student status.
- All school equipment loaned out to the student taking leave will need to be returned to the
- Equipment Room (ER) before the IOT is granted.
- Re-entry into the program of study requires that students check back into school through the
- Student Services Department to co-ordinate scheduling and be directed to the appropriate departments to include the Military Services Department to re-instate \ program funding.

Upon submitting travel vouchers within the 90-day time frame and one month within the date on the approved travel voucher, military students will not be required to pay re-take fees for classes dropped due to the call to service using grants, VA monies, or cash. Further, military students will not be charged tuition for classes not yet taken. Official orders are required for consideration for an extended IOT beyond 90 days. Failure to return to school within the 90-day time-frame that are a result of extended military service leave will require approved military travel orders with no longer than one month between the military approval date and the re-instatement date. Every consideration to use existing credits will be exercised, however, extended absences may result in retakes or new classes that are part of a revised curriculum and will subject students to review by the Director of Education.

# Faculty



## Douglas Schulze



Award winning filmmaker and Motion Picture Institute founder Douglas Schulze brings over thirty years of real world experience to the classroom. His first feature film credits include *Hellmaster* (HBO and Cinemax) 1993, *Dark Heaven* (ThinkFilm) 2004, *Dark Fields* (Lionsgate) 2011, *Mimesis Night of the Living Dead* (Anchor Bay) 2012, *The Dogs' Fighter* (Amazon Prime) 2013, *The Dark Below* (featuring Veronica Cartwright) 2015 and *Mimesis II: Nosferatu*. Doug's tenure in the film industry has included collaborations with a wide variety of Hollywood professionals including Michael Goi (former ASC president/DP of *American Horror Story*), Academy award winning special effects artist Chris Walas (*The Fly*) and the late David Carradine (*Kill Bill*). He is currently developing the tv pilot *The Monster Show*. Doug holds a Bachelor of Science degree in Cinematic Arts from Eastern Michigan University.

## Kurt Eli Mayry



Kurt is co-founder of Motion Picture Institute and a graduate of the University of Michigan with BBA in Business Administration. He produced the 1993 feature film *Hellmaster*, the 2004 film *Dark Heaven*, the 2011 film *Dark Fields*, the 2012 *Mimesis: Night of the Living Dead*, the 4th season of the *Chiller Drive-In* television show in 2010, the 2013 *The Dogs' Fighter* documentary, the 2015 *The Dark Below*, *Mimesis II: Nosferatu* featuring Kristi Swanson (*Buffy the Vampire Slayer*) and Lance Henriksen (*Terminator*, *Aliens*), and is working on a reality television pilot entitled *The Monster Show*. Kurt has worked in the film industry for over thirty-three years starting out in the commercial production industry working for companies like Victor Duncan in the mid-80s. Kurt is a board member of the DAFT (Digital Arts Film and Television) and former president and board member of the Ohio-Michigan Association of Career Colleges and Schools.

## Marc Prey



Marc Prey is a professional screenwriter, playwright and author of both fiction and nonfiction. His dozen-plus film credits include such diverse fare as the family film *Mail Order Monster* (2018), adult comedy *The Sex Trip* (2017) and suspense thriller *Paid in Full* (2016). He has sold scripts to Hallmark, Lifetime and Pixl and been hired to write for Academy Award-winning producer Mark Harris (*Crash*) and Emmy Award-winning producer Sergio Guerrero. His nonfiction humor memoir on life as a husband and father, *When It Comes to Spooning, I'm a Fork* was an Amazon best-seller, and his romantic comedy stage play, *Lifeboat*, has been performed in front of both U.S. and international audiences. Marc has also created and scripted a short-form digital web series and served as the screenwriting representative on the Michigan Film Council. Prior to forging a career in the arts, Marc was a journalist, attorney and entrepreneur. He is married and the father of two boys.

## Tom Chaney



Tom is a professional cinematographer and independent film director. Tom's directing credits include the feature films *Wendigo* (1995), *Take 2* (2007), *The Road to Ironman* (2012), *The Wind Walker* (2019) and is in development on *Squatch*. Tom is also the owner of Fitzgerald Camera, a supplier of motion picture cameras. Tom has been working in the film industry since 1990 and has worked in a multitude of positions including Director of Photography and in visual effects photography. Tom has a bachelor's degree in Telecommunications and Film from Eastern Michigan University (1988).

## Robert Skates

Rob brings over 27 years of production experience as both a camera operator and cinematographer. His cinematography credits include *Rachael's Attic*, *Cains Children*, *Dark Heaven*, *Dark Fields*, *The Dark Below*, *Bender* and numerous music videos and commercials. Rob has also been a camera assistant on a number of independent features including the films *Narc* (starring Jason Patrick) and *Time Quest* (starring Bruce Campbell) and camera operator on *Mimesis: Night of the Living Dead* and as director of photography on *The Dark below* (starring Veronica Cartwright) and the award winning short *Akoma*. Rob also works as a camera technician at Stratton Camera and is a freelance cinematographer for Two Penny Productions. He holds a Bachelor of Arts Degree from Wayne State University.

## Jeremy Schroeder

Jeremy has worked for 15 years as a film technician in New York city putting in 10 seasons on the television show *Law & Order* as Best Boy and Key Grip, and as a key grip on the feature *Enchanted* (Disney), *The Girlfriend Experience* (dir. Steven Soderbergh), *Possible Side Effects* (dir. Tim Robbins), *Then She Found Me* (dir. Helen Hunt) and many other television shows. Jeremy holds a Bachelor of Arts degree in Photography and Cinematography from the prestigious Ithaca College Film School in New York.

## Patrick Elliott

Patrick for the last nine years has worked all over the Midwest as a professional cinematographer and camera operator. His clients include Ford Motor Company, Chrysler, Big Screen Entertainment, the band Skrillex and Eminem. He has traversed between many different types of productions from corporate commercials, music videos, television pilots, reality shows and independent feature films. Patrick is the owner of Diakonia Productions and a graduate of the University of Michigan - Dearborn and a 2007 graduate of Motion Picture Institute.

## Joshua Bowen

Josh brings over 27 years of editing experience to the school. He works both at WXYZ Channel 7 as an editor and at Media Network of Waterford as executive director. Josh has literally cut over a thousand projects from PSA's to independent feature films. His advanced training and experience with Adobe Premiere CC, AVID, Final Cut, Davinci and Adobe After Effects have been an integral part of developing our editing curriculum.

## Kelly Gill

Kelly works as a 1st Assistant Director in the Detroit area having worked on independent feature films, commercials, training videos and corporate communications. Kelly also works professionally as a script supervisor. Kelly is a 2013 graduate of Motion Picture Institute earning a certificate of achievement in Motion Picture Production.





### **Lindy Lenk**

Lindy began working in the film industry over ten years ago as a hair stylist, make-up artist and wardrobe assistant. After attending Motion Picture Institute and graduating in 2010, she turned her focus to other aspects of filmmaking. Lindy has written and directed short films, local commercials, corporate communications and music videos. She is a member of IATSE local 161 working as a Production Coordinator and APOC for film and television. Some of her credits include the comedy central series *The Detroiters* starring SNLs Jason Sudeikis and the feature films *Eloise* (Eliza Dushku and Robert Patrick) and *Grain* (starring Jean-Marc Barr). Lindy's other credits include working as a production assistant on the AMC series *Low Winter Sun* and as a producer's assistant on *Family Weekend* (starring Kristin Chenoweth and Matthew Modine). Lindy holds a B.A. from Wayne State University with a major in English and a minor in Greek, an A.A.S. in Video Production from Macomb Community College, Certificates from Motion Picture Institute in Film and Acting.



### **Karl Mayry**

Karl is a professional who specializes in production design for film, commercials and exhibits. His film credits include art direction on the feature film *Hellmaster*, *Dark Fields*, *Mimesis: Night of the Living Dead*, *Mosquito Man* and *Mimesis: Nosferatu*. His commercial work includes working for fortune 500 companies such as *Whirlpool*. Through his company *Learning Glass Inc*, he has designed and fabricated dozens of exhibits including the *Penguinarium* at the *Detroit Zoo*, the *Flat River Historical Museum* and at the *Cranbrook Institute of Science*. Karl holds a bachelor's degree from *Oakland University*.



### **Tara Plizga**

Tara has been working as a film professional for over thirteen years in a multitude of positions ranging from production assistant to production secretary, coordinator, unit production manager, second and first assistant director. Tara has worked on TV series such as *Pretty Little Liars* and *The Captain* to features films like *Up In the Air*, *Machine Gun Preacher*, *Northern Lights*, *Highland Park*, *Dark Fields* and *Prayers for Bobby*. She has worked on numerous documentaries and commercials for such clients as *Ford*, *St. John's Health* and the *UAW*. She has worked for production companies *Bijou Cine'*, *Taproot Pictures*, *CineLED*, *Exodus Film Group* and *Lifetime Television Network*. Tara has a Bachelors in Communications from *Oakland University* and a Certificate in Filmmaking from *New York Film Academy Universal City, CA*.



### **Rob Winkworth**

Rob Winkworth is a talent agent at *The I Group Model and Talent* agency and has over 8 years of experience in commercial, industrial and theatrical work in both on-camera and voice over, with a particular focus on introducing new talent to the entertainment business. A graduate of *Wayne State University*, Rob is a former middle school teacher and a long time *Detroit* area resident.

# School Information

## Licensing Information

Motion Picture Institute is licensed by:

Michigan Department of  
Licensing and Economic Opportunity  
Licensing Division  
Proprietary School Unit  
2501 Woodlake Circle  
Okemos, Michigan 48864  
Phone: (517) 373-8216

## Officers / Staff

Douglas Schulze  
Founder, CEO, President

Kurt Eli Mayry  
Co-Founder, CFO, Registrar  
Student Advisor

Rob Winkworth  
Director of Education  
Title IX Coordinator

Mike Shiner  
Director of Enrollment and Marketing

Curtis Clark  
Career Services Advisor  
Learning Resource Center Coordinator

Jeremy Schroeder  
Technology/Equipment Manager

Karen Nocita  
Financial Aid Director

## Board of Directors

Doug Schulze - Chairman  
Kurt Eli Mayry - Secretary  
John Corrigan  
Alex Safi  
R. Kurt Schwarz

## Program Advisory Committee

Lon Stratton

*Cinematographer | Owner Stratton Camera*

David Rumble

*Location Manager | Teamsters*

Kevin Walsh

*Freelance Videographer / Owner Digging Detroit*

Rick Cramblett

*Special Effects Artist | Freedom FX | IATSE 479*

Scott Sowers

*Distance Education Expert*

Dr. Gary Carlson

*Distance Education Expert / Curriculum Specialist*

Amber Smith

*Script Supervisor/2nd Unit Director | DGA*

Scott Williamson

*Director of Operations | Premiere Event Technologies*

Sue Witham

*Producer | Rare-Medium-Welldone*

## Governing Body

Motion Picture Institute. is organized and chartered under the laws of the State of Michigan as a privately held corporation and was first licensed on February 12, 1998.

Motion Picture Institute was incorporated on October 3, 1995.

## School Certification

This publication must be prepared in advance of the time period it covers. Therefore, changes in some courses may occur. Courses as described are subject to change with reasonable notice. Additional changes may be found in supplemental documents included with the printed catalog.

This is to certify that this catalogue is true and correct in content and policy.



Kurt Eli Mayry  
Registrar



# Motion Picture Institute

Train here, go anywhere



### **HYFLEX DEFINITION**

Hyflex is a classroom with both in-person and remote DE capability. Students can attend in-person or remotely via internet connection that requires minimal work for the instructor.

The purpose is to enable students to attend class when extreme circumstances arise preventing them from being on campus, for example due to illness, weather, transportation issues, childcare, extreme weather conditions or other events that might prevent their in-person participation. It is not intended to be used for laziness.

### **HYFLEX CLASSROOM**

The Screening Room classroom will be designated as the HYFLEX classroom. All classes conducted in the Screening Room classroom must be started as a HYFLEX by the instructor at the beginning of each class. Once it is determined that no students will be joining remotely after 30 minutes of class time have elapsed, the instructor will turn off the HYFLEX system.

### **HYFLEX ATTENDANCE**

Students may attend via remote in the Hyflex classroom up to two times per course per phase. These are called HYFLEX DAYS. They do not need to request to do so prior. Instructors track attendance denoting if a student is in-person or remote.

Students may request additional remote days from the Director of Education by email, text or call, prior to the start of the class they wish to attend via HYFLEX. The additional days will be granted per the discretion of the Director of Education.

Students that exceed two HYFLEX remote days, without prior permission from the Director of Education, will be marked absent for any excess HYFLEX days.

All classes conducted in the Hyflex classroom can be conducted in-person (on-campus) even if originally scheduled as an entirely on-line class (remote). In this instance, the instructor will be in-person (on campus) and the HYFLEX system and link can be used by students with the option for any student to also be on campus or remote.

If a particular course has days scheduled to be entirely remote during the phase (meaning the instructor and students are all remote online), then the number of Hyflex days available to a student does not change.

### **HYFLEX ACCESS**

If the instructor is teaching remote themselves, the regular on-line link for remote class days will be used (not the one used for Hyflex classroom).



## **REMOTE PARTICIPATION**

Students that join remotely to HYFLEX – must be visibly on camera for the entire class and act in a respectful manner, as if attending class in-person.

## **TESTS AND QUIZES**

HYFLEX may be used for quizzes and tests, per the discretion of the instructor and only if the quiz or test is available to be administered on Canvas. If the test or quiz is on paper and in person, the student must attend class in person to take the exam.

## **PRACTICAL CLASS ACTIVITIES**

If a class conducted in the Hyflex classroom has a practical element, the student attending remotely may attend the lecture portion of the class, but will be required to make up the practical element later as agreed upon with the instructor and Director of Education. Until the practical element is made up, the student will be considered absent from the class. Students are discouraged from missing practical lessons.

## **MANDATORY IN-PERSON DAYS**

Instructors may designate certain class days conducted in the Hyflex classroom that are practical in nature or have in-person testing as mandatory in-person class days. These days must be clearly marked the class syllabus and cannot be days on the calendar that are entirely remote (Hyflex) on-line days. Students that miss mandatory in-person days will be marked absent but can attend remotely (via Hyflex) so as not to miss the content.