# 2024

# STUDENT HANDBOOK

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Motion Picture Institute

2040 Crooks Rd. Ste. B, Troy, MI 48084

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# Contents

INTRODUCTION ..... 2
PREPARATION..... 3
WHAT MPI EXPECTS OF YOU AS A STUDENT .....4
HYFLEX ..... 5
KEY ATTENDANCE POLICIES ..... 6
ACADEMIC SUCCESS ..... 10
SATISFACTORY PROGRESS..... 10
REMEDIATION ..... 14
GRADING ..... 15
GRADE APPEALS ..... 15
GRADUATION ..... 17
BEHAVIOR / CONDUCT POLICIES ..... 18
UNLAW/SEXUAL HARASSEMENT POLICY ..... 19
GRIEVANCE POLICY ..... 21
FERPA ..... 23
COMMUNICATIONS ..... 26
STUDENT ON-LINE PORTAL ..... 27
STUDENT SERVICES ..... 31
LEARNING RESOURCE CENTER ..... 33
EQUIPMENT ..... 35
FACILITY RESOURCES ..... 39
STAGE POLICIES ..... 42
GENERAL POLICIES ..... 43
INCIDENT REPORTING ..... 46
ACTIVE SHOOTER ..... 47
STUDENT FILMS ..... 48
MPI STUDENT FILM GUIDELINES ..... 49
COURSE MATRIX ..... 51
CAREER GUIDANCE ..... 52
SCHOOL CONTACT INFORMATION ..... 53
FACILITY POLICIES ..... 54
FACILITY EMERGENCY EXIT DIAGRAM ..... 55
FINANCIAL AID DEPARTMENT..... 56
EXIT COUNSELING ..... 62
STATE LICENSING INFORMATION ..... 64

# INTRODUCTION

# Welcome

Motion Picture Institute welcomes you into an educational community of supportive staff, faculty and classroom colleagues who are dedicated to helping you learn, train, practice and pursue a career in the film and acting industry. This Student Handbook is a part of that support system. It is a guide that will help explain the various services the school offers you and the policies and practices each student should follow in order to be a successful student. The policies and procedures herein are to be read in conjunction with the school catalog and enrollment agreement.

## How to be a Successful Student

Our students come from all walks of life. Some are directly from primary education while others may be working professionals or recent college graduates. Everyone has different life experiences that we look forward to seeing through their creative work. And while differences are encouraged there are rules set by the school that all students must adhere to in order to meet the standards for graduation.

A. **Show up!** - Yes come to class whether IN-PERSON or ON-LINE! You paid to be here! You can't learn unless you are here. Class time equals knowledge.

B. **Participate!** - Ask questions! Offer your experiences! Volunteer to work with classmates on projects or assignments!

C. **Share!** – Share your ideas! Share your work! Share your performances. Share your feedback! Don't be afraid of what people say about your work it is your choice to accept or ignore.

D. **Practice!** – Take what is taught and put it into physical motion. Rehearse, drill, role play, prepare! Experience is the essential ingredient to success in the film and acting industry. And it's the key ingredient to succeeding in your programs.

E. **Ask for help!** – Don't be afraid to seek out assistance. Staff and administration are here to support you and want you to succeed. We take pride in our student services that are designed to keep you on track and moving forward.

F. **Be professional!** Your reputation starts in school. Be someone who commits to a project and sees it through, shows up early, stays late, serves their role without complaint, is prepared and ready to work, practices and knows the technology they have trained for. Build your reputation by your work ethic.

# PREPARATION

## On-Site Student Preparation Checklist

The following is a list of items that you should have available before coming to the first day of class.

1. Notebook or note taking device (for example a laptop).
2. Pen or pencil (if pencil bring a sharpener).
3. Work gloves *(Production Lab course and Lighting for Film).*

## Remote | On-Line Student Preparation Checklist

1. Computer or Mobile Device - for participating courses.
2. Editing Capable Computer – that can edit Davinci if doing assignments at home.
3. Portable USB 3.0 Hard-drive 1TB or Flash Drive – *recommended to store projects files.*
4. SD card – recommended. While the school has SD cards for all their gear, students do like to have their own SD cards so they can dump their footage later when having to return equipment right away (usually for audio). SD card spec: 16gig - 45 MB/sec at the minimum.

# BE SURE ….

if you have your own stuff ….. **WRITE YOUR NAME ON IT**!
We do have a lost and found at the front desk full of unlabeled items.

# WHAT MPI EXPECTS OF YOU AS A STUDENT

**Motivation** to arrive for class willing to learn and demonstrate what has been learned.

**Commitment** to complete assignments, participate in discussions, share in responsibility for group work, and excel where possible.

**Desire** to explore the world of ideas.

**Respect** for other students, school faculty and staff.

**Willingness** to seek academic support services such as counseling, academic advising, tutoring, study groups, laboratories, computers, media and library resources.

**Self-scheduling** of personal time to complete and submit work on time, attend class, and arrive on time.

**Communicate** with everyone. Never should there be a reason as to you why you weren't able to call, leave a message, text, email, facebook, use Canvas, send smoke signals, whatever. Everyone has a phone.

**Fun!** Making movies is fun! You should be enjoying each class, each subject and every activity! You should find learning every process to be engaging and all that goes into making a film the right way.

# KEY ATTENDANCE POLICIES

## Taking of Attendance (Clock Hour Program)

Students are required to attend ALL HOURS (676 clock hours) of the clock hour program that requires the entire time that class is in session. Students should note the following:

On-Campus (Residential) Attendance:

1. Attendance is taken by the instructor at the beginning of each class.
2. Students MUST be in the classroom in order to be considered present.
3. Being in another room in the building does not qualify as being present.
4. Students that arrive more than ten minutes after classes have started are considered tardy.
5. Four tardies equal one absence.
6. Students leaving prior to the end of the class will be counted as tardy.
7. Students missing 25% or more of the class time will be considered absent.

Remote | On-line Attendance:

Remote classes conducted on-line are the same as On-Site, however we do require these mandatory rules.

1. Students must have their cameras on at all times and NO avatars.
2. Students must use their actual name when logging in and setting up an account on Zoom or using CANVAS. NO aliases.
3. Attendance will be taken verbally by the instructor.
4. Attendance is monitored during the entire class session through participation activities.

## Taking of Attendance

Attendance on-campus is recorded using the school's online student information system.

Instructors take daily attendance at the beginning of each class and entered into the class attendance record. 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.

## 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 <u>two times per course per phase</u>. 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.

## 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.

## 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 and will have retake the course. Any student failing a course may be subject to termination.

## Walk outs, Logging Off, Sleeping, & Laptops

Students may not leave during the class unless released by the instructor. Leaving unexcused will be considered an unexcused absence and students will not receive credit for having attended the class.

A WALK OUT is when a student leaves part way through the class. Instructors will note all walk-outs and they will be counted as absences. Logging off is akin to a Walk-Out and will be treated the same.

If a student must leave class early, they must be sure to tell the instructor. Likewise, students sleeping or playing games on a laptop will be asked to leave class. Leaving class for these reasons will count as an absence.

## 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 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.

## Notifying Instructor

Students are required to notify the instructor via the **Canvas** portal in the instance they will miss or be late to class. They may also call the school's main number at 248-528-1760.

## 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.

## Excused Absences

For recording purposes, all absences are the same. For academic reasons, an excused absence allows a student to makeup 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 or working on an internship.
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.

## Attendance Minimum Standards (Credit Hour)

To satisfactorily complete the program and receive a Certificate of Achievement, a student must have an attendance rate (pace) of 66.67%.

## Graduation Requirements

Students receive a Certificate of Achievement 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.

## Leave of Absence (LOA)

The school does not allow leaves of absence.

## 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.

## Recorded Classes

MPI records certain on-line classes that students may access for future reference.

## Maximum Time Frame (MTF for Credit Hour)

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.

# ACADEMIC SUCCESS

## SAP: Satisfactory Academic Progress

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.

| | **Total program academic credit hours** | **Maximum attempted academic credit hours allowed (150%)** |
|---|---|---|
| **Motion Picture Production Program** | 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 on probation 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.

## 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.

## Evaluation

Student performance is evaluated throughout the program through quizzes, exams, skill demonstrations, assignments and film projects. It is expected that students will take tests on the scheduled days. Dates and times of exams will be in the syllabus. If you have issues with the scheduled time and date you must notify the instructor one week in advance.

## Evaluation Periods

All students will be evaluated for academic purposes after each course (the marking period), with a formal SAP evaluation occurring at the program midpoint. For The Motion Picture Production Program *(Clock Hour),* the program midpoint is at 338 earned clock hours (with the evaluation taking place at the completion of the 2nd phase of courses). The second SAP evaluation point (clock hour) is at 676 clock hours. For the program measured in credit hours the first SAP evaluation point is at the end of the 2nd phase and the 2nd evaluation point is 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.

## 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 the 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 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.

## Leave Of Absence (LOA)

The school does not allow leaves of absence.

## Reinstatement Policy

Students who wish 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 reenroll. 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.

# REMEDIATION

## 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.

## Makeup Work and Exams

If a student miss 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.

## 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..

# GRADING

## Grading and Reporting

Each course shall issue grades. Progress reports are given out three weeks after the end of each phase.

## Grading System

Numerical Grade Range:

Letter Grade Description Grade points

| | | | | |
|---|---|---|---|---|
| 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.

## Auditing

No auditing is allowed. All classes are taken for grade.

## 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.

## 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 Appeal 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.

## Course 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. (see Course Incompletes Relative to SAP).

## 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.

## 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.

# GRADUATION

## Graduation Requirements

Students receive a Certificate of Achievement 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.

### 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, and;
iii) does not have any outstanding balance due per equipment repair or replacement invoicing;
iv) is in compliance with the MPI conduct policy.

### Certificates and Transcripts

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.

### Graduation Ceremony and the Film Festival

MPI conducts a graduation/film festival five weeks after the end of the program date. Student thesis films are screened at a local movie theater before classmates, instructors, and family members. Students can expect to receive their certificates at the beginning of this event. Those who cannot attend will have their Certificates mailed to them.

# BEHAVIOR / CONDUCT POLICIES

## 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.

## 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 is 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.

## 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.

## 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

## Firearms

Actual or fake firearms are not permitted on school premises without the consent of the school President.

## Suitable Subject Matter

Student films may not be pornographic in nature and must not contain any nudity. MPI reserves the right to not show any film it deems as inappropriate.

## 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 for detailed policies, procedures and reporting.

### What Is Sexual Harassment?

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and/or other inappropriate verbal, written, or physical conduct of a sexual nature that takes place under any of the following circumstances:

- *When submission to such conduct is made, explicitly or implicitly, a term or condition of employment, instruction, or participation in other school activities*;
- When submission to or rejection of such conduct by an individual is used by the offender as the basis for making personnel or academic decisions affecting the individual subjected to sexual harassment; and/or
- When such conduct has the effect of unreasonably interfering with the individual's work and/or academic performance; or creating an intimidating, hostile, or offensive work or learning environment.

It is against MPIs policy and unlawful for MPI employees to commit acts of sexual harassment. Sexual harassment committed by students against students or staff is inappropriate and violates MPI policies.

### Prohibited Conduct

Prohibited conduct may include, but is not limited to, unwelcome behavior of a sexual nature. For example:

- Grabbing, touching, or patting
- Sexual propositions
- Sexually offensive pictures, magazines, notes, calendars, cartoons, or jokes
- Unwanted flirtations or advances
- Verbal abuse
- Repeated pressure or requests for sexual activities
- Rewards for granting sexual favors or the withholding of rewards for refusing to grant sexual favors
- Graphic comments about an individual's body or dress
- Sexually degrading names

Such conduct may also constitute sexual harassment. In determining whether prohibited conduct constitutes sexual harassment, consideration will be given to the totality of the circumstances, including the context in which the conduct occurred. Dating or sexual relationships between employees/adult volunteers and students is prohibited.

## 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.

# GRIEVANCE POLICY

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.

## Grounds 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.

## Student Complaint Procedure

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 | complaints@accsc.org

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

# FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

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/fpco/ferpa/index.html

## 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.

# COMMUNICATIONS

### Texting

MPI uses a texting application to send out notifications to students. Students must voluntarily accept this service in order to receive text messages.

### Email

All students MUST have an email address. If you do not have an email address you can use the Learning Resource Center computers to set up remote email on any **FREE** internet service such as gmail, yahoo or Hotmail etc. Students may use the Learning Resource Center computers to read or send emails.

### Facebook Groups

The school sets up a closed FACEBOOK group for each school year. If you are on Facebook you will receive an invitation the first week of the school year. If you are not on Facebook then you will receive the same notifications via CANVAS.

Students posting inappropriate, belligerent, demeaning, harassing comments or foul language about fellow students, instructors, staff, graduates or the school on Facebook or any other social media outlet will be subject to disciplinary action including probation, suspension or even termination.

### Correspondence

All instructors will communicate with students via the CANVAS PORTAL which is also forwarded to students email accounts. The school is not responsible for information not reaching a student in the event the student moved and/or changed numbers or email addresses without notification. It is imperative students give the school updated contact information throughout the school year.

Progress reports, tuition statements, graded exams and assignments will be returned via the student mailbox. Grades for class assignments / exams etc. will be posted on the class page on Canvas as well as final course grades.

A contact sheet will be handed out for students to voluntarily put their phone and email info down. The school shall use this information in the CANVAS system. Students may use the CANVAS system to contact each other.

### WI-FI

MPI has a wireless network. Students may bring in laptops to access the internet. The network name is:

## Network: MPI-Students or MPI-Students_Ext
## Password: FILMNUTS

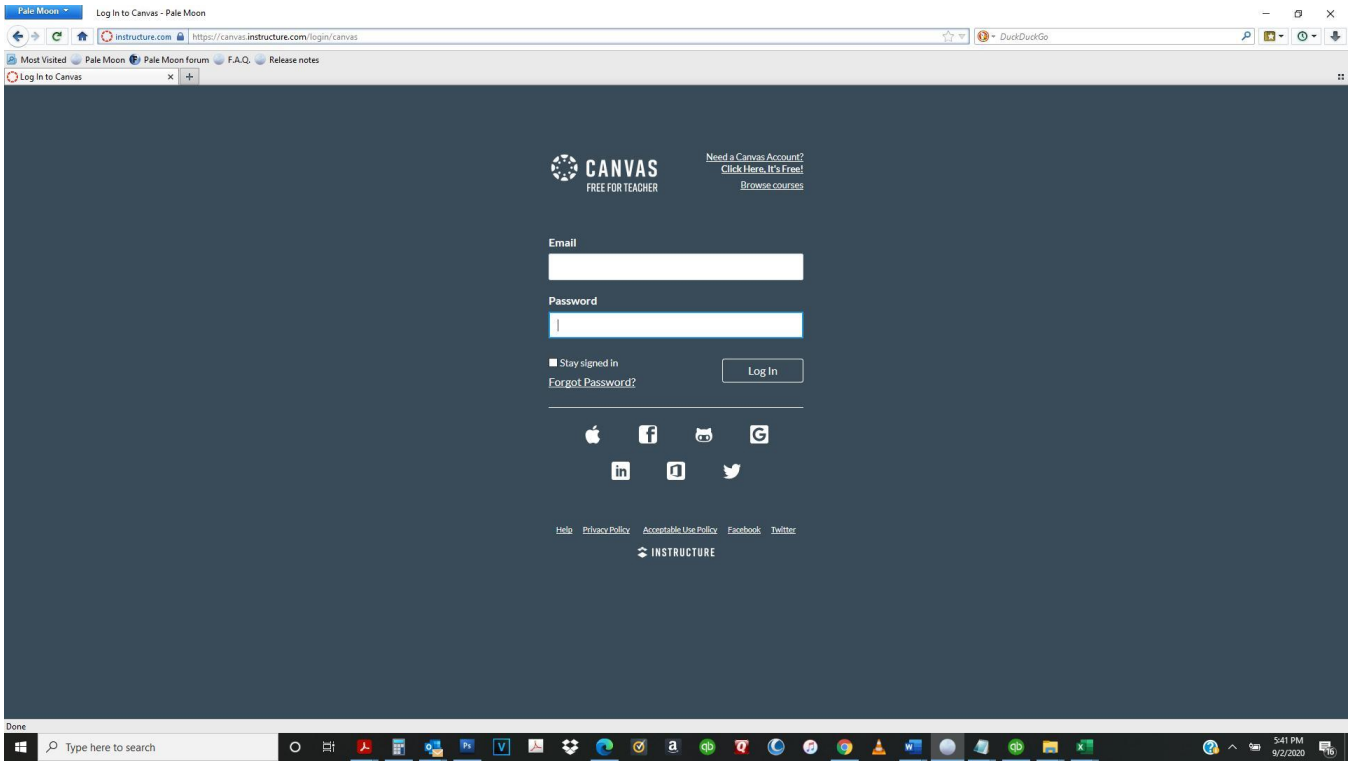
# STUDENT ON-LINE PORTALS

## Remote Class Information Access

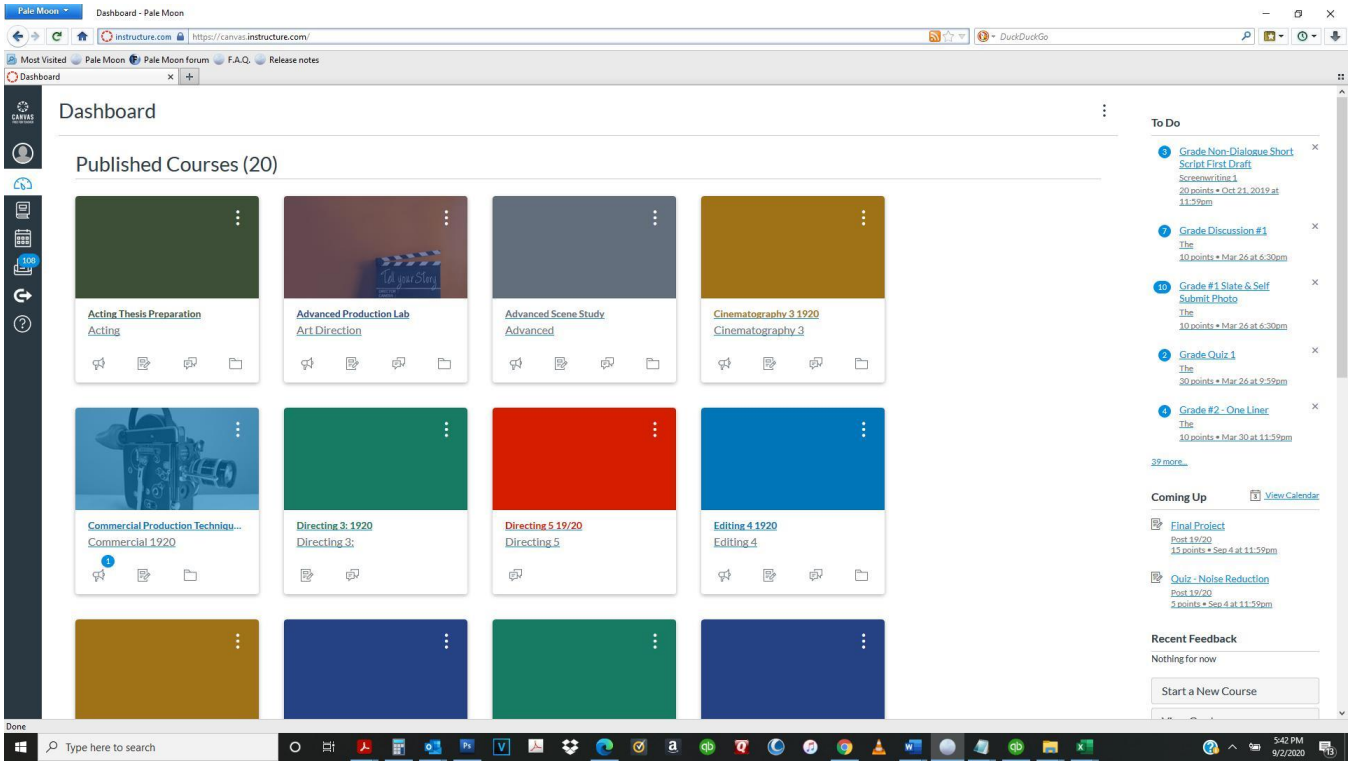
**CANVAS** is the school Learning Management System. Canvas is an on-line student portal where students may communicate with instructors, staff and access course information, handouts, assignment instructions, review materials and grades. Students will find ZOOM links for on-line classes, class schedules and the program calendar on Canvas.

## Log-In

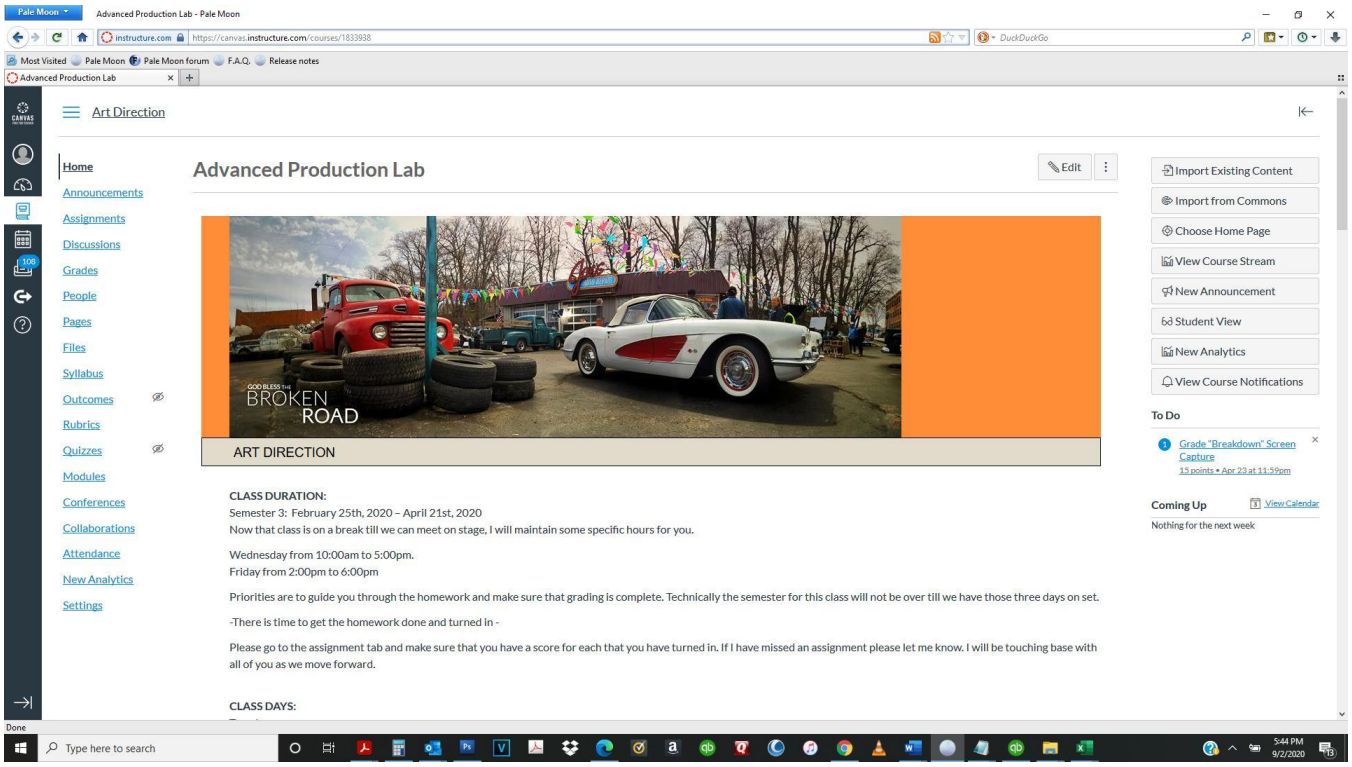
Each student will receive an email that provides them with a link to set up their account and password. Students must have an email account in order to use this system. Students will be INVITED to each class via email.



## Canvas Dashboard



## Canvas Class Page




## Correspondence

Instructors use CANVAS to correspond with students. Students are expected to use CANVAS when communicating with instructors outside of class. When an instructor sends a message, students will be notified via email that they have an alert or notification. Typically, when they click on the link in the email they are automatically taken to the message.

## Learning Management System

Students will find on CANVAS a profile for each COURSE for that phase. The instructor will upload copies of the course syllabi, handouts, assignment instructions, course guides, videos and other items. Student can monitor their grades and attendance. Students may view and / or download these materials to their own devices.

## Student Information System

Students will use the school Student Information System (SIS) called Edlumina to view their personal files and progress reports that are uploaded by the Director of Education. In Edlumina students can view their progress reports, select documents and communicate with administrative staff.

## Grades

As grades are reported they are uploaded to CANVAS and students may privately view their grades for exams and assignments in real time as they are posted.

## Zoom

MPI uses the Zoom.us platform to conduct on-line class sessions. Students are required to create a log in profile using their actual name (no aliases). Student are also required to appear on camera for each class session for attendance and participation purposes.

## Zoom Basics

1. Download **Zoom** (download link here) for free (on your phone or computer). Note, you'll probably want to be logged into a computer so you can have a larger screen, especially for the editing software, etc. Select one of the download options that relates to the device you are using (i.e. laptop, workstation, ipad, smartphone etc.).

2. Check the link to join a scheduled Zoom conference that will be posted in the Canvas page "**Front Office Announcements"** as a class schedule.

3. **Mark Yourself Present!** Once you are part of the class aka "conference", be sure to type your name in the Chat window to announce your presence. That will time-stamp your attendance for our files.

4. Make sure your camera is working and on and that you know where the "mute" button is (usually lower left corner of screen.

5. Make sure you use your real name and not an alias when setting up your account.

6. If you have a question, you can click the "raise hand" icon on the bottom of the screen or you may type your question into the Chat box.

## Zoom Presence for Students

These are strong suggestions for students when attending on-line classes via Zoom.

1. Comb your hair. Look presentable. Wear something you'd wear to class on-site.
2. Don't lie in bed or worse. Sit at a desk, have a light facing you (not behind you).
3. Mute your mic during lectures, but remember to turn on during discussions and participation activities.
4. Find a quiet place to attend class. Noise kids, pets, neighbors or lawn services can disrupt the class or make is hard to hear and concentrate.
5. Be aware of what is behind you. Family roaming around, crazy posters, bright windows etc.
6. If you have to step away (bathroom break or other interruption), notify the instructor via chat or raise hand. When you return notify the instructor via chat or raise hand.
7. Be ready to answer questions, take a pop quiz, work in a break out session with classmates.
8. If you are unable to log on due to technical issues (lost bandwith, service down), you must contact your instructor via canvas and immediately call the main school line at 248-528-1760.

# STUDENT SERVICES

## Orientation

Orientation is conducted the week prior to the start of the program. Orientation is mandatory for all inbound students. A waiver may be granted should the student have a legitimate conflict. In this case the student will be required to meet with the Director of Education one on one by the end of the first week of class to review what was missed at orientation.

The orientation agenda includes reviewing school academic and attendance policies and procedures, class schedules, school year calendar, school hours, the use of the school on-line portal (CANVAS), course expectations, homework load and strategies on how to successfully complete the program.

## Academic Advising

Academic advising is available to each student who requests it. Students are encouraged to walk-in to any one of the school staff during the school day or to schedule an appointment or email the Director of Education to set an appointment.

Each official advising session shall be documented on a report after the meeting and placed in the student's file. The report shall detail the students' name, date of meeting, topics discussed and any plan of actions.

Faculty are required to notify the Director of Education when a student is failing a course due to academic or attendance reasons. In such cases the Director of Education shall request a meeting with the student to discuss their academic progress for that class or classes.

Student advising may include but are not limited to: attendance, time management, handling work load, make-up work, housing, dealing with peers, transportation, study habits, areas of focused study, withdraw or dropping, leave of absence, grade appeal, complaints, sexual harassment, drug policies, graduation requirements, or advice on assignments.

## Housing

The school publishes a list of local apartments (addresses, phone and approximate costs) within a short driving distance or even walking distance from campus. Students may request a roommate. They are placed on a list that is shared with other students requesting roommates so they may contact and interview one another.

## Tutoring

Tutoring is available to students who request it or are struggling with a course. The student may request tutoring with the Director of Education or the Learning Resource Center Coordinator who will arrange either a faculty member or tutor to assist the student. The school's equipment manager is available on certain days to instruct students one on one in the usage of equipment they wish to receive more hands-on training with outside normal class hours.

## Textbooks

Students are not required to purchase textbooks. Each course will have course packs that contain text segments for study and review. Instructors will list any recommended reading on their syllabus. Recommended textbooks are available in the school LRC (library). Texts can be checked out for up to a week at a time (See LRC next page).

## Surveys

At the end of each phase the school conducts student evaluations of instructors and the courses. Surveys are handed out on the last day of each class to be filled out in class. A designated student is assigned to collect the surveys and deliver them to the Director of Education immediately after the class. All surveys are filled out anonymously and all comments are kept confidential.

## Student Identification and Security Key Card

Each student is given a student identification badge within the first week of classes. Each badge has an IDE code that allows students to unlock the security door at the front entrance. Specific hours of entry are entered into the door system. Students are required to carry their student ID with them at all times while on school premises.

## Lost and Found

MPI has a lost and found box. You may contact the Front Desk to access the box to see if your lost item has been placed there.

## Networking Activities

The school conducts one networking session in each of the first two phases. This is held on a non-school day (typically a Saturday) for two hours. The event includes all sessions and programs (film and acting). This may be in person or on-line.

## Loubert Café'

The Loubert Café' is always open to students and graduates. The room has popcorn couches, tables, chairs, television, dvd player, a vending machine, coffee makers, free coffee and students may use this room to study, socialize or conduct meetings.

# LEARNING RESOURCE CENTER (LRC)

## Learning Resource Center

The student learning resource center offers students a library of books related to filmmaking-acting-art, periodicals, DVDs, screenplays, forms, contracts and marketing materials for film. The Learning Resource Center Coordinator can check books out or help students access study materials in the school's collections.

## City of Troy Library

MPI is partnered with the City of Troy Public Library. Each student is required to contact the Troy Public Library and obtain a Library Card. You will need your student ID as proof and will use the school address. The Troy Public Library serves as part of MPI Learning Resource System that provides access to important text, periodicals and research materials. The Troy Public Library offers both on-site access to their collections as well as a virtual library for electronic versions.

To access the Troy Public Library and obtain a library card click here.

Once you obtain your library card you may access the virtual library here.

## LRS Virtual

The City of Troy has a virtual lending service (see above to access after you obtain library card). MPI has a Learning Resource System in CANVAS called **LRS.** You may access LRS via CANVAS which will be sent via an invite. LRS will contain virtual information on filmmaking with links to articles, videos, interviews, contracts, forms, software and other industry essentials.

## LRC Collections

The LRC contains textbooks that are used for class homework, equipment manuals, twenty fully printed feature length screenplays and 132 DVDs both blu ray and standard def.

## LRC Locating Items

All collection items are list in the LRC Collection Binder in the LRC. Collection items are listed both alphabetically and by subject. Textbooks, manuals and screenplays are organized by subject in the book cases. Each item has a code designating the item in the database.

Students may browse for titles in the bookcases or locate the item in the LRC Collection Binder. The title may be located by title or by subject in the Binder. The subject in the Binder corresponds with the subject sections in the bookcases.

DVD titles are not open to display. Students may locate a dvd title in the LRC Collection Binder and request the LRC attendant to check on availability.

If a student is unable to locate an item, they may contact the LRC attendant to check on availability.

## LRC Check outs

Students are allowed to check out up to three items from the LRC for usage at the school only. An LRC attendant will sign out the items using a log book and library book cards.

## LRC Loan Period

Recommended textbooks are available for check out for one-week at a time. All other LRC items are non-lending. Students may not leave the building with the items but can access the materials at the school during LRC hours.

## LRC On-line Collections

The LRC has computers with Microsoft office. Students may log onto the computer using the password posted in the LRC. To access a computer see an LRC attendant.

## LRC Hours

| | |
|---|---|
| Monday - Thursday | 10:30 – 6:30 pm |
| Friday | By Appointment |
| Saturday / Sunday | Closed |

## LRC Security

The LRC is monitored by the curator on hand and close circuit security camera. The door is kept closed or locked until an individual wishes to access the LRC.

## The LRC Restrictions

The LRC may deny its use or services or may require any individual or group to leave the premises for due cause. Due cause may include, but is not limited to, the following actions: 1. Failure to return library materials or to pay penalties for lost or damaged materials. 2. Destruction of library property. 3. Disturbing other users. 4. Any objectionable or illegal conduct on library premises. 5. Theft or improper removal of library materials from the premises. 6. Repeated violation of the library's Internet Use Policy. 7. Violation of any terms or conditions of this policy.

Books, periodicals, and all other materials are either labeled "Campus Use Only" or "LRC Use Only" and are for in-library use only and may not be checked out. Exceptions may be made for faculty or staff with a librarian's approval.

## LRC USB Flash Drives

USB flash drives are available for use at the circulation desk. USB flash drives are for LRC use only and must be returned before the user leaves the LRC.

## The LRC Policy on Lost-Missing-Stolen Items

Students are responsible for replacement costs for lost, missing or stolen items from the LRC in their care.

# EQUIPMENT

## Equipment Policies (The Motion Picture Production Program)

Students will be trained on MPI film production equipment in a variety of courses. Certain camera equipment (such as camera packages, prime lenses, sliders etc). are only accessible to students who pass Certification exams in the Production Lab courses.

All film equipment is reserved for thesis films in the 3rd & 4th phases. Equipment may only be reserved once a student's thesis project is "greenlit". Equipment can only then be signed out by a student certified to use that gear.

MPI makes no guarantee equipment will be available for a particular student project on a particular date.

## Equipment Booking and Reservations (The Motion Picture Production Program)

Equipment for class projects is available each phase. Students must **FILLOUT AND SUBMIT** an **EQUIPMENT REQUEST FORM *(SEE NEXT PAGE)*** at least one week prior to the date requested for check out. Forms can be obtained at the front desk or from the ARMORY DOOR.

Completed EQUIPMENT REQUEST FORMS must be given to the equipment manager either in person or placed on the ARMORY DOOR in the **REQUEST FORM DROP OFF** box.

## Equipment Confirmation

1. ***YOU MUST CONFIRMATION WITH THE EQUIPMENT MANAGER IN ORDER TO VERIFY THE EQUIPMENT IS RESERVED BY YOU*.**
2. Once confirmed YOU must work out a **pick-up date and time** with the Technology Manager.
3. Upon CHECK OUT students must INVENTORY, INSPECT AND PREP the equipment comparing it to their request and the equipment contract.
4. Once it is determined all items are present and in proper working order the student then MUST SIGN a **STUDENT EQUIPMENT CONTRACT.**

## Equipment Liability

Students are financially responsible for all equipment in their possession. They are responsible for any damages, lost or stolen equipment in their care**.**

## Equipment Restrictions

Equipment is for school assignments only or for practice on school premises. Equipment may not be used for outside projects.

Motion Picture Institute

# ACTIVE STUDENT GEAR REQUEST

**Today's Date:**

**NOTE: REQUEST DOES NOT GUARANTEE GEAR IS AVAILABLE**
**YOU MUST CONFIRM WITH EQUIPMENT MANAGER**

EQUIPMENT PICK UP TIMES
BY APPOINTMENT

| | |
|---|---|
| **STUDENT NAME:** | **Name of Person Picking up Gear:** |
| **PHONE:** (  ) | |
| **EMAIL:** | **Pick up Date:** |
| **COURSE & ASSIGNMENT:** | **Drop off Date:** |
| *Note: Gear is only available for student assignments* | **Shooting Dates:** |
| | **Total # Days:** |

**Camera System:**

**Camera Support:**

**Lighting:**

**Grip:**

**Sound:**

**Notes:**

| OFFICE USE ONLY | OTHER CONCERNS |
|---|---|
| | |

PLACE THIS FORM IN EQUIPMENT MANAGERS MAILBOX OR HAND DELIVER OR EMAIL THIS FORM TO: equipment@mpifilm.com
You will be notified via EMAIL within THREE business days of acceptance request.
MPI DOES NOT GUARANTEE EQUIPMENT WILL BE AVAILABLE UPON REQUEST. STUDENTS MUST CONFIRM WITH EQUIPMENT MANAGER.
ALL EQUIPMENT IS ON A FIRST COME FIRST SERVE BASIS.
ALL EQUIPMENT MUST COME BACK IN "LIKE CONDITION" AS IT WENT OUT.
STUDENTS HAVE A 72 HOUR GRACE PERIOD TO RETURN MISSING EQUIPMENT / STUDENTS ARE FINANCIALLY RESPONSIBLE FOR MISSING OR DAMAGED GEAR

## Equipment Check-out Period

Equipment check-out periods vary depending on the project or assignment. Check-out period pick and drop off dates are required on the Equipment Request Form. Dates and times are negotiated and approved by the Technology Manager. ***There is NO open ended check out period.*** ***Students must bring back gear on the specified date and time.*** Students can be charged **late fees of $25.00** for returning equipment late or having their privileges to check out gear revoked.

## Equipment Pick-up and Drop off

Equipment pick-up and drop-off is scheduled with the Technology Manager. PICK UP and DROP OFF times MUST BE ADHERED TO. **ALL GEAR checked out MUST be returned on DROP OFF – meaning you can't hang onto media cards, card readers and batteries**.

## Equipment Access and Usage

Equipment in the possession of students is expected to be handled only by trained MPI students or grads.

Equipment IS ONLY to be used on bona-fide student class projects. **Equipment IS NOT TO BE USED FOR weddings, family events, commercial jobs, projects other than assigned student film projects**. Those privileges are reserved for graduates.

## Battery Power Clause

We DO NOT provide disposable batteries for student shoots. We will include complimentary disposables that may have partial charges. STUDENTS MUST PROVIDE THEIR OWN DISPOSABLE BATTERIES.

WE DO NOT GUARANTEE THAT RECHARGABLE BATTERIES WILL BE CHARGED UPON CHECK OUT DUE TO THE NATURE OF TURNAROND TIMES IN SOME INSTANCES. STUDENTS ARE RESPONSIBLE FOR CHARGING THE RECHARGABLE BATTERIES PRIOR TO AND DURING THEIR SHOOTS.

## Reporting Lost, Stolen or Damaged Equipment

Damaged equipment must be flagged by the student. Failure to do so could result in suspension of equipment privileges. Students are responsible for equipment damaged in their care. Equipment failures due to normal wear and tear WILL NOT be charged to the student.

**Damaged equipment is the financial responsibility of the student who signed out the equipment.**

Missing equipment is the **financial responsibility of the student signing out the equipment.**

1. *Repair costs may include part replacement, service time, bench time, shipping and tax.*
2. *Replacement is the cost to replace the item if it is lost or damaged beyond repair.*
3. MPI will invoice students after 10 days for full replacement value of lost or stolen equipment and may suspend equipment privileges until the invoice is paid or equipment is returned.

These policies are enacted to:

1. *Keep MPI equipment in the best possible condition for all students.*
2. *Treat equipment with the proper respect and care.*
3. *Train you in the policies and practices encountered with any and all professional equipment rental facilities.*

## Practice Time

Students may come in to practice on equipment that they have authorization to practice on. They may do this directly after class provided the equipment is available. Or they can schedule to come in to practice during business hours. They can email equipment@motionpicture.edu to reserve the time. **Practicing on equipment is only allowed on school premises.**

# FACILITY RESOURCES

## LRC Computers

The LRC has several editing workstations. Students may use these workstations to work on editing projects in the event their own computers fail or do not have access to them.

It is recommended that students have a portable 2TB USB 3.0 hard-drive or 3.0 flash drive to back up their editing projects and media files.

It is also recommended that students purchase a set of earphones or headphones when working on projects requiring audio editing.

Students are NOT permitted to change settings on the computers. This includes but is not limited to changing desktop BACKGROUNDS, icons, displays, mouse or keyboard settings.

Students are NOT permitted to load any type of software onto the computers except drivers necessary to run hard drives or USB storage.

Students are NOT permitted to erase or delete files or programs from the computers.

Students are NOT to unplug monitors, cables or other devices currently connected to the computers.

The LRC editing workstations are connected to the internet, students are PROHIBITED from downloading programs, files without authorization by the Learning Resource Center Coordinator. Students may use their own mobile device or smartphone to watch the Zoom recording of an editing class in the Edit Lab to follow along on assignments.

Disregard of these rules can lead to suspension.

**Students shooting on cameras other than the those owned by the school are ON THEIR OWN when it comes to importing media and its compatibility with the software used by the school.**

## Viruses

Students should have anti-virus software installed on their own computers at home (Avast, AVG, Norton) and should regularly scan their portable media drives for virus before bringing them to MPI.

## Scheduling Rooms and the Stage

Students may reserve the MPI stage for meetings, casting calls, table reads, editing, audio recordings. ***Film shoots are only to be done on the sound stage.***

Students may reserve certain classrooms to conduct meetings, read throughs, or rehearsals for their films. In order to book-time you must contact the equipment manager at equipment@motionpicture.edu.

## Shooting at MPI

**MPI DOES NOT permit shooting FILM PROJECTS in the school lobby, LRC, audio room, classrooms, edit lab, offices, hallways, etc.** They are not designed for production and students will not be given permission to shoot there. So, don't plan on it for your films. Find an alternative location of site or build a set. The stage is for shooting only.

**NOTE: DO NOT REMOVE FURNITURE, WALL HANGINGS**, or any other items from the lobby, edit lab, hallways, LRC, Conference Room, Offices, Café, Bathrooms or any other part of the school to use on your projects or on the stage. Failure to adhere to this rule will result in suspension of future stage usage.

Students using the facilities are responsible for the conduct and safety of individuals they bring to the school (Visitors) other than current students (i.e. actors or additional help). ALL visitors must sign a waiver of liability form.

Students are required to clean up garbage or messes left as a result of their scheduled times at MPI. This includes removal of their own trash, cleaning and taking any props or set dressings they brought into the school.

Students are REQUIRED to put MPI stage equipment, set dressings, props, etc. **back exactly as they were found**. Failure to do so can result in suspension of future privileges.

## Stage Availability and Reservations

Students may use the stage during normal business hours when it is not being used by a scheduled class. The stage remains locked when not in use. To access the stage, see the equipment manager.

To reserve the stage for a film project student must fill out a STAGE REQUEST FORM (see next page) and submit it to the equipment manager. The equipment manager will check on availability and confirm when and how the student will gain access.

## Off Hour Usage

Students may request usage of the stage during off school hours (i.e. Saturday or Sunday), however they must pay a $25.00 fee to arrange for the school to be opened and closed. The school makes no guarantee that it can accommodate off/hour usage and is subject to staffing availability.

### Sets

The school does not build or construct sets for student films. Students may use existing sets. School sets may be redressed with school set dressings or dressing brought in by the student. Sets cannot be painted or altered. Students may bring in their own set pieces but must seek approval.

### Props and Set Dressings

Students are responsible for sourcing their own props and set dressings. The school has certain props and set dressings that are reserved for in-class productions or projects. Any school props and set dressings that the students use, must be put back where they were taken. Props and set dressings brought in by a student must be taken with them after they are done. Any props or set dressings left at the school more than 72 hours are considered abandoned and may be thrown away by the school.

**Motion Picture Institute**

## STUDENT FACILITY REQUEST APPLICATION

**Student Name:**

**Email:** **Cell #:**

**COURSE:**

### SCHEDULE

| | Date | Day *(of the week) Note: Restricted to normal school hours* | # of Cast & Crew each day | ROOM REQUESTED (i.e. stage, audio room, war room etc.) | DESCRIBE ACTIVITY (i.e. rehearsals, shoots, ADR, etc) | TIME IN | TIME OUT |
|---|---|---|---|---|---|---|---|
| Day 1 | | | | | | | |
| Day 2 | | | | | | | |
| Day 3 | | | | | | | |

REQUEST TO USE FURNITURE ☐

REQUEST TO USE PROPS ☐

REQUEST STAGE LIGHTING AND G & E PACKAGE ☐

Check if brining in 3RD party equipment (camera, lighting, etc.) ☐

Will you need overhead garage door access? ☐ Y / N ☐

Are you using fake blood? ☐ Y / N ☐

Are you using paint ☐ Y / N ☐

Are you using fog? ☐ Y / N ☐

Are there any STUNTS? ☐ Y / N ☐

**Description of production on stage (including set construction, lighting, fx, etc.)**

Motion Picture Institute reserves the right to deny any request for any reason at any time without explanation.

NOTE: Classes requiring stage usage have precedent over assigment requests

**NOTE: A REQUEST IS NOT A BOOKING. A BOOKING REQUIRES CONFIRMATION FROM THE EQUIPMENT MANAGER.**

# ADDITIONAL STAGE POLICIES

## General Rules

1. Student MUST have any non-mpi student sign a WAIVER OF LIABILITY prior to beginning work on the stage.
2. Student may only use equipment reserved by student or that is on the stage and has been cleared for usage by the equipment manager.
3. Student is not to remove stage equipment of any kind.
4. Student is not to enter the scene shop where sets are stored nor take anything (furniture, props, sets pieces, items) without permission from the school.
5. Student must receive permission from the school for any set construction or dressing.
6. Students that build sets or bring in dressings or props must take them when they leave or they will be accessed a $50.00 fee.
7. Student must receive permission from the school to use any kind of paint.
8. Student must receive permission from the school for use of any kind of liquid such as fake blood.
9. Student may not conduct any unauthorized STUNTS.
10. Student must receive permission from the school to use any kind of smoke.
11. Student may not hang or arrange lights on the lighting grid. This may only be done by MPI staff.
12. Student may not alter existing stage sets without permission from the school.
13. Student must clean stage floor when done (i.e. put away tables, chairs, sweep up floor, clean up any spills like pop or blood etc., turn off all lights).
14. Students may not alter the thermostat on the stage.
15. Student may not walk on the cyc wall.
16. Student is responsible for their crew, cast and guests.
17. No spray paint is permitted on the premises.
18. There are rules for painting and using blood (contact School).
19. No smoking or vaping.
20. No open flames of any kind.
21. Use of fake weapons must be approve by MPI administration.
22. Absolutely no fireworks, blanks or paint ball guns.
23. Students MUST leave the stage the way they found it. Wrap up all lighting equipment and store in staging area. Return tables and chairs etc.

---

## Booking the Stage

Students must fill out a stage request form.
Request forms must be submitted to the equipment manager for approval of activities on the stage and the dates/times.

# GENERAL POLICIES

## Closed Campus

Motion Picture Institute is a closed campus. The facility does not have open access to the public. Students are issued an IDE badge that opens the main entrance. Students may not let anyone into the building without permission from the school. All guests are required to sign in at the front desk. If they are assisting students on the stage or scene shop they must sign a waiver of liability. All other entrances to MPI are kept locked at all times and are used only for exit purposes.

## Business Hours

MPI BUSINESS HOURS

| | |
|---|---|
| Monday thru Thurs | 8:30 am to 6:00 pm. |
| Friday | 8:30 am to 4:00 pm. |

MPI ADMINISTRATION HOURS

| | |
|---|---|
| Days classes are offered | 8:30 am to 6:30 pm. |

MPI EQUIPMENT MANAGER HOURS

| | |
|---|---|
| Monday-Friday | varies |

MPI LAB HOURS

Rooms that are not being used for instruction are open to students to use any time the school is open for meetings, homework, assignments, etc. Specific rooms may be reserved by students (see page 39).

CLOSED

Saturdays, Sundays, Christmas eve, New Year's Eve, designated holidays (Thanksgiving, Day after Thanksgiving, Christmas, New Years, Martin Luther King B-day, Memorial Day, 4th of July, Labor Day).

## Schedule Changes

Any dramatic changes to the schedule will be given in advance. Reasons for schedule changes might include:

1. Special events such as guest speakers.
2. Inclement weather.

In case of a special event advance notice will be given.

**In case of inclement weather** NOTIFICIATION will be sent via CANVAS and Text within three hours of class time. You may also check the local news channels 2, 4 and 7, to see postings for class cancellations. Classes canceled or delayed due to inclement weather will be rescheduled for either days classes are not offered (Fridays-Saturdays) or during the phase break week.

## Daily Class Schedules

Prior to the start of each phase students will receive a copy of their course schedule via CANVAS. See page 45 for an example class schedule for The Motion Picture Production Program.

## Phase Breaks

There is a one-week phase break between each phase. Students MUST be aware that in the event that if a class needs to be made up, it will be scheduled either for a non-class day including break weeks. Students are required to attend make-up classes.

## Course syllabus

You will receive a course syllabus from each instructor that details course objectives, dates, assignments, tests, and in-class subject matter.

## Electronic Devices

Students are welcome to bring laptops to class. However, students may not log on to the internet, watch movies, play video games, etc. during course lectures. If students are caught doing such, they will be asked to turn off their computers or to leave. If a student leaves, they will be counted as absent.

Cellphones and other electronic communication devices are to be kept silent during class. Students are expected to be engaged with the class and not to be using these devices during class. Students may be asked to leave otherwise.

## Open Labs

The school offers open lab time for students to use school facilities to work on homework, assignments and film projects. Edit lab, Audio Post and War Room (conference room) open when not occupied by a class or booked for exclusive use by a fellow student, faculty or staff. Lab time is offered from 9:00 am to 10:30 pm on days the school is in session and 10:00 am to 3:00 pm on Fridays.

## Parking

Parking is available on the south side of the building just outside the main entrance and in the rear of the building. ***NOTE: Students are NOT TO PARK in the part of the lot designated for the tenants of 1950 Crooks Rd***, which shares the same parking lot. You will see a row of signs along the middle of the parking lot. You are only to park north of those signs which is our side of the lot.

## Daily Breaks

There will be scheduled breaks between classes of no more than ten minutes. You may utilize the break room. The vending machines are available for beverages. MPI is not responsible for lost transactions due to malfunction of the machine. Please DO NOT strike or shake the machine in case of malfunction (i.e. steals your change.) Report the theft to the front desk and we'll pass it along to the vending company.

During breaks you may travel down the street to Kerby's Coney Island, Noodles, Einstein Bagels, 7-11, Potbelly, Taco Bell, Jimmy John's etc.

All pop cans should be emptied and placed into the recycling bin next to the garbage cans in the vending area or on the stage.

## Smoking

Smoking and vaping is prohibited inside the school. Student may smoke outside during breaks. PLEASE DO NOT LITTER BY LEAVING CIGARETTE BUTTS ON THE GROUND. PUT THEM IN THE ASH TRAY BUCKET. Thank you.

## Course Locations

All courses are conducted at our 2040 Crooks Rd location. Other locations for classes will be for the following reasons.

a. Location shoot - local driving distance only.
b. Field trips – local driving distance only.
c. Relocation.

## Food and Beverages

Students can bring small snacks and beverages in a container with a **closed top**.

## Building Access and Security System

The front entrance has a security system. Students are required to use their IDs in order to access the building by placing it in front of the locking system. Guests of students must sign in at the front desk before entering the building.

## Entrances and Exits

All exit doors are to remain closed at all times. Doors may not be propped open unless given permission. The exterior door in the back of the edit lab is an EMERGENCY exit only and is not to be used as a general exit.

## Incident Reporting Procedures

Any situation whether criminal or suspicious activity that may require police and/or emergency personnel response should be reported immediately by calling 911 and reporting it to the Troy Police Department. The person making the call should report the situation or incident to the front desk or school staff member on hand.

Person(s) making the call will be asked to complete the MPI Incident Report Form. The school does not employ security personnel.

In cases that do not require police intervention, students are still required to report the incident to the front desk or school staff member on hand. The person(s) will be required to complete the MPI Incident Report Form. The Incident Report Form will be turned over to the school President for additional action if warranted.

## Alarm System

MPI has an alarm system that will activate should a person gain entry into the building during hours the system is activated (see Business Hours and Evening Hours). The alarm company will notify the local police department and dispatch the closest unit. If you set an alarm off by accident you may call Kurt at 248-613-0363.

## Fire Alarm

MPI has fire alarms and a sprinkler system in place should a fire occur. There are also fire extinguishers placed throughout the building. If you observe a fire or see or smell smoke (make sure it is not atmospheric fog used for a film on the stage), please notify MPI staff immediately and proceed to the nearest exit. If you are unable to contact MPI staff, leave the building and call 911.

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. ***MPI CONDUCTS A FIRE DRILL WITH EACH NEW COHORT*.**

## Tornado Shelter

The bathrooms are considered tornado shelters and students should go there if notified of a tornado warning in the area.

## Fire Arms

Students are not permitted under any circumstances to bring real firearms to the school. This includes prop guns of any kind. Permission to allow prop guns into the school is at the discretion of the school president.

## Active Shooter

In the event that an armed individual (meaning someone with any type of weapon) threatens anyone on the premises proceed to the nearest exit and leave the premises and call 911. If exiting is not possible, then proceed to the nearest room and lock the door. If there is no lock, then use furniture to barricade the door and call 911.

## Guests and Visitors

All guests and visitors to the school are required to sign in at the front desk. The behavior and actions of guests accompanying students to the school are the responsibility of the student and fall under the school's code of conduct.

## Emergency Notification

All emergency situations will require a campus-wide notification (i.e. active shooter, fire, explosion, bomb threat, tornado, power outage). A consensus of determination of at least two staff members will be made in order for action to be taken. If two staff members cannot be reached then the determination will be made by the staff member on hand at the time. Methods of communication may include: Verbal messages by staff members in the building or building emergency alarm sirens.

## Evacuation Information

An evacuation will occur when staff determines an emergency situation requires leaving the premises. Floor maps showing exits of the building are posted on walls in classrooms and hallways. Students will be required to know proper exits. When notified by staff students are to leave the facility immediately and go to the sidewalk alongside Crooks Road. Staff members on hand will take a role call of students attending class to ensure all persons are present.

## Annual Test of Evacuation Procedures

MPI will conduct an annual emergency evacuation test which will be documented by MPI staff.

## Lockdown

A lockdown requires all personnel, students and staff to move to a room that can be locked. Staff members will direct students to the safest location during the lockdown period. An MPI staff member or faculty will call 911 if the police have not been notified. Everyone should remain in lockdown until they receive a notification that the lockdown has been canceled. The cancellation of the lockdown will be by the staff member who initiated it.

## Medical and First Aid

If a serious injury occurs, call 911 and notify an MPI staff member immediately. While waiting for the emergency response to arrive, check on the status of the victim and offer aid. The school has an emergency first aid kit which can be accessed by a staff member. Apply first aid as deemed appropriate. Do not move the victim, make sure they remain conscious, control or stop bleeding, look for emergency medical ID, question witnesses.

# STUDENT FILMS (THE MOTION PICTURE PRODUCTION PROGRAM)

## First and Second Phase Projects

Students will be assigned a short film project in the first phase for DIR 114 Film Directing that requires checking out gear. Students have access to certain cameras, ac kits, lights and some light grip and electric gear for these projects.

Second phase DIR 214 projects require sound and field audio kits are made available to students for these projects. RED Cameras are available only for in-class productions and thesis films.

## Film Project Eligibility

Students will not be allowed to make a second film project if they did not make or complete their first. Likewise, no student will be allowed to make a thesis project unless they complete their first and second films. They MUST also be in good standing academically (i.e. not on academic probation) and must have satisfactory academic progress including attendance through the end of the second phase.

## Student Thesis Projects

Students electing to make a THESIS PROJECT IN PRL 350 THESIS PROJECT **MUST BE GREENLIT** in order to proceed with the production of their film. Below are the four steps involved in the greenlight process.

1. THESIS SCREENPLAY greenlit by Screenwriting Instructor (in writing via email).
2. THESIS DIRECTOR'S NOTEBOOK greenlit by the Directing Instructor (in writing via email).
3. PRODUCTION PLAN greenlit by Capstone Thesis Project Instructor (in writing).
4. FINAL APPROVAL is given once all these materials are turned into the Thesis Project instructor who will send out the official greenlight notification to students and staff.

Students **MAY NOT begin SHOOTING** their thesis films unless they have been **GREENLIT** even if students are using their own gear.

Each step is to ensure that students receive the best possible support for their films.

MPI may REDLIGHT (meaning not approve for production) any film at any of the stages. MPI has the right to not show the thesis film at the film festival if it is determined that the film that exceeds the ten-minute running time, does not meet technical standards or content standards all which are at the sole discretion of MPI staff.

All FINAL CUT thesis film projects are due **the LAST DAY OF THE PROGRAM**. **Projects must be TEN minutes or less to be considered for the annual MPI Student Film Festival.**

## Student Property Rights

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. Students owns all distribution rights for their films except those reserved by MPI.

## 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 shall read as follows: *"Motion Picture Institute presents"*. An end credit must read: *"Facilities and Equipment provided by Motion Picture Institute".*

## Penalties

Any failure on the part of the student to adhere to giving MPI proper credit in thesis films will result in forfeiture of access to any and all privileges normally reserved for MPI graduates.

### MPI Student Film Guidelines

The following are guidelines for All the MPI Student Films. Any deviations from the below guidelines must be addressed in the Greenlighting process before being approved to shoot.

**All Films:**

- No Nudity or Overt Sexual Situations.
- No Instructors or staff of MPI may be named or depicted without their consent.
- Have a starting and expected budget of $0.00. Students do not need to spend money to make a great film.
- The use of Artificial Intelligence tools (ChatGPT, Copilot, DALL-E, etc.) is prohibited for any writing assignment.
- All Films must be greenlit as a Script First, then Directors Notebook and Production Bible before they can be scheduled to shoot.
- 3 days or more prior to your anticipated shoot date, Equipment Use must be scheduled & approved by Jeremy only after all stages of greenlight process are completed.
- MPI as a location must be approved by Kurt and Scheduled by Jeremy.
- Original or Free Use Score/Music recommended if Festival submission is intended.
- Guns, Weapons and Stunts must be approved by all in the Greenlighting process.
- Students are expected to think reasonably & realistically about their actors, locations & story.
- Trigger Warnings, drafter by MPI, must be added to the start of all films that include Sexual Violence, Self-Harm or Suicide.

**Non-Dialogue Film:**

Script Length: 5 Pages or less. Goal is 3 pages or less. No Dialogue, of course.
Crew: Recommended but not required.
Runtime: 5 minutes or less
Actors: 5 or fewer principal actors. 10 or fewer extras.
Locations: 2 or less, and of realistic expectations. No Set Building at MPI.
Shoot days: 2 or less and must be sequential. Equipment can only be checked out once per project.

**Dialogue Film:**

Script Length: 7 pages or less. Goal is 5 pages or less.
Crew: Camera & Audio Team.
Runtime: 8 minutes or less.
Actors: 5 or fewer principal actors. 10 or fewer extras.
Locations: 3 or fewer, and of realistic expectations. No Set Building at MPI.
Shoot days: 3 or less and must be sequential. Equipment can only be checked out once per project.
Scripts Due: Week 4.
Directors Notebook & Production.
Bible Due: Week 6.
Filming Starts: Week 7 or earlier if greenlit Principal Photography.
Wrapped: Weeks 9 & 10.
Films Due: Week 11.

**Thesis Film:**

Script Length: 12 pages or less. Goal is 10 pages or less.
Crew: Production, Camera and Audio Teams Festival Cut.
Runtime: 10 minutes or less, including MPI Bumper & Credits.
Actors: 6 or fewer principal actors. 10 or fewer extras.
Locations: 3 or fewer, and of realistic expectations. No Set Building at MPI.
Shoot days: 4 or less and must be sequential. Equipment can only be checked out once per project.
Scripts Due: Week 1 of Phase 3
Directors Notebook & Production Bible Due: Week 8 of Phase 3.
Filming Starts: Week 1 of Phase 4 Principal Photography.
Wrapped: Week 7 of Phase 5.
Films Due: Week 9 of Phase 4.
Festival Cut: in DCP & MP4 formats due last day of program.

# COURSE MATRIX AND CALENDAR EXAMPLE

## The Motion Picture Production Program | Residential and Remote (on-line)

## 1ST Phase

<table>
<tr><th>MONDAY</th><th>TUESDAY</th><th>WEDNESDAY</th><th>THURSDAY</th></tr>
<tr><td>EDL 120:<br>Film Editing<br>ON-CAMPUS Weeks 1, 2, 3, 5, 7, 9, 12<br>ON-LINE ALL OTHER<br>9am-11am & 8:30-10:30pm<br>2 Clock Hours per week<br>24 Clock Hours per phase</td><td rowspan="2">DIR 114:<br>Film Directing<br>ON-CAMPUS ALL DAYS<br>9am-12pm & 6:30-9:30pm<br>3 Clock Hours per week<br>36 Clock Hours per phase</td><td rowspan="2">CIN 116: Cinematography<br>ON-CAMPUS Odd Weeks<br>ON-LINE Even Weeks<br>9am-11am & 8:30-10:30pm<br>2 Clock Hours per week<br>24 Clock Hours per phase</td><td rowspan="4">PRL 118:<br>Production Lab<br>ON-CAMPUS ALL DAYS<br>9am-1pm & 6:30-10:30pm<br>4 Clock Hours per week<br>48 Clock Hours per phase</td></tr>
<tr><td>SCN 112:<br>Intro to Screenwriting<br>ON-CAMPUS Weeks 1, 2, 3, 5, 7, 9, 12<br>ON-ONLINE ALL OTHER<br>11am-1pm & 6:30-8:30pm<br>2 Clock Hours per week<br>24 Clock Hours per phase</td></tr>
<tr><td rowspan="2"></td><td rowspan="2">PRM 122:<br>Preproduction<br>ON-CAMPUS Weeks 1, 6, 12<br>ON-LINE ALL OTHER<br>12pm-1pm & 6:30-7:30pm<br>1 Class Hours per week<br>12 Class Hours per phase</td><td rowspan="2">BCS 100:<br>Basic Camera and Sound<br>ON-CAMPUS ALL DAYS<br>11am-1pm & 9:30-10:30pm<br>2 Class Hours per week<br>24 Class Hours per phase</td></tr>
</table>

# CAREER GUIDANCE

### Career Guidance

Obtaining employment in the film industry is challenging. Below-the-line job positions in the film industry are comprised primarily of independent contractors and freelancers. Employment is often short phase and requires social networking skills to obtain regular work. Above-the-line jobs 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 and filmmakers.*
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. *A Director's Club and Alumni Society to help incubate aspiring directors, writers and producers with independent film projects.*
10. *Access to MPI library resources.*
11. *Access to the MPI edit lab.*
12. *Access to MPI facilities for callbacks and production meetings.*

Following graduation and anytime throughout their career, students may utilize the school's job placement assistance services. Those desiring job placement assistance must contact the MPI career advisor. 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 is provided by MPI on 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 make contact with 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.

# SCHOOL CONTACT INFORMATION

## School Administration Contact Information

The emails are presented below as a courtesy, however all official correspondence should be executed via CANVAS using the Student Services Page.

| | | |
|---|---|---|
| CEO/ President | Douglas Schulze | Schulzedouglas@yahoo.com |
| CFO | Kurt Mayry | Kurtm@motionpicture.edu |
| Director of Enrollment | Mike Shiner | Mike.Shine@motionpicture.edu |
| Financial Aid Administrator / Registrar | Karen Nocita | Karen.Nocita@motionpicture.edu |
| Director of Education | Rob Winkworth | Rob@motionpicture.edu |
| Learning Resource Center Coord. & Career Services | Curtis Clark | Curtis.clark@motionpicture.edu |
| Technology Manager | Jeremy Schroeder | equipment@motionpicture.edu |

## School Contact Information

| | |
|---|---|
| Phone | 248-528-1760 |
| Fax | 248-528-2829 |
| Website | www.motionpicture.edu |

## Faculty Contact Information

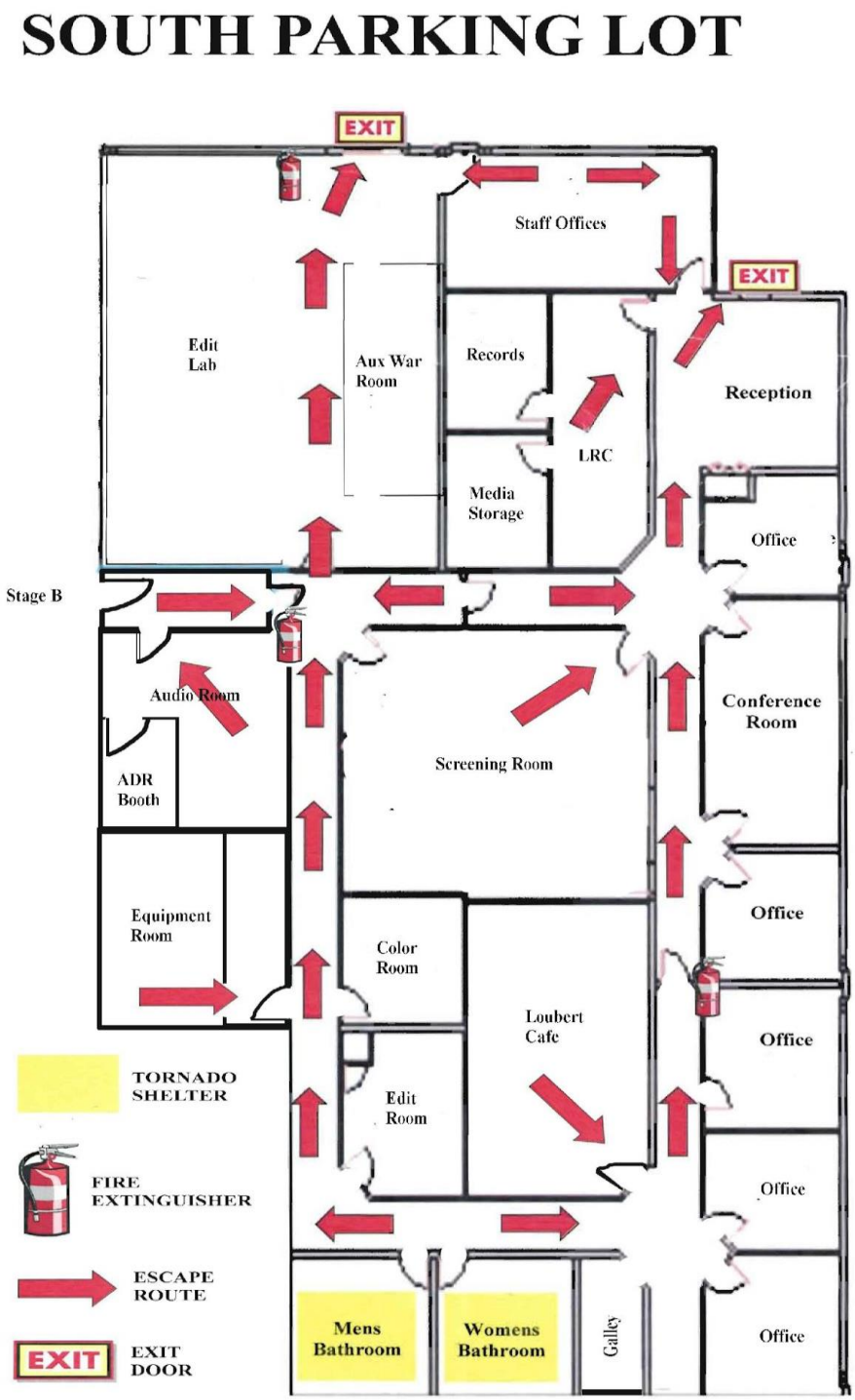
Contact your instructors through the course or you may contact them via Canvas.

# FACILITY POLICIES

## QUICK START GUIDE – THE BASICS TO BE MEMORIZED

1. No food (meals) or beverages are allowed in the screening room, only water in bottles.
2. Do not move furniture or wall decorations from the room that it is in. Forbidden.
3. Do NOT move the large War Room table. The legs will break.
4. No shooting films in the audio room. Recording only.
5. No shooting outside of the stages.
6. SHUT DOWN LRC computers when you are done using them.
7. If you need to use a classroom project you must ask permission. When you are done using it you must turn it off (don't leave it on).
8. If you use the podium amplifier in the Screening Room, be sure to turn it off after usage.
9. If you prop the front door open to load equipment, do not forget to close it when you are done.
10. You are personally responsible for anyone you bring into the building and these rules apply to them as well.
11. No playing of loud music in the front classrooms and office area of the campus.
12. Do not sit at the front entrance desk.

# FACILITY EMERGENY EXIT DIAGRAM




EMERGENCY EXIT MAP

# FINANCIAL AID

## 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.

## Financial Aid Eligibility

To be eligible or receive federal student aid, a student must:

1. Be a citizen or eligible noncitizen of the United States.
2. Have a valid Social Security Number.
3. Have a high school diplomas or General Education Development (GED) certificate, or have completed homeschooling.
4. Be enrolled in an eligible program as a regular student seeking a certificate.
5. Maintain satisfactory academic progress.
6. Not owe a refund on a federal student grant or be in default on a federal student loan.
7. Register (or already be registered) with the Selective Service System if you are a male and not currently on active duty in the US Armed Forces.
8. Not have a conviction for the possession or sale of illegal drugs for an offense that occurred while you were receiving federal student aid (grants, work-study, 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.

## 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. Students will need to provide personal information on the FAFSA including tax returns, status (such as being a "dependent"), parental information and their tax information. Copies of W-2s, Social Security benefits and other asset information maybe required.

Students interested in applying for federal financial assistance must complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov and list our school code: **04293800.**

The FAFSA may be completed online at 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 also depend on the following items:

Cost of attendance (COA)
Expected Family Contribution (EFC)
Year in school; and
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.

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 2020-2021 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 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.

## Financial Aid Disbursement Schedule

Federal Student Aid (FSA) will be disbursed in two (2) equal disbursements. Each disbursement will be approximately half ( ½ ) 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 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. The Financial Aid officer will review the answers from the FAFSA and compare that with the documentation provided by the student. If any corrections are made that affects the student's award, an updated Estimated Award Letter will be generated within 14 days of completing 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.

## 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 Director of Career Services 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 Director of Career Services and student can work together to find the most suitable employment.

Students receiving financial aid may attend their exit interview on-line on the FSA website.

## Loan Default Prevention

Students are responsible to repay, in full, all loans used to pay for their education. Repayment of student loans help 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).

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
   a. Go to https://studentaid.gov/ or https://studentaid.gov/exit-counseling/
   b. 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.
   c. Review disclaimer information.
   d. Click on the icon link ‘Complete Exit Counseling’
   e. At ‘Complete Counseling’ screen, scroll down to Exit Counseling at the bottom of the page and click on ‘START’ to begin.
   f. In the left navigation bar, under ‘Add School to Notify’, add ‘Motion Picture Institute’, then click ‘NOTIFY THIS SCHOOL’, then click ‘Continue’.
   g. Complete the online Exit Counseling session – includes five loan literacy modules.
   h. Complete ‘CHECK YOUR KNOWLEDGE’ boxes to advance in the session.
   i. 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 the FSA ID | Your Account for Federal Student Aid.

# LICENSING INFORMATION

## State License

MPI is Licensed by the Michigan Department of Labor and Economic Opportunity
Certificate No. P333103 Approved by the Michigan State Department of Education for vocational rehabilitation.

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 ®.

## 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.