



2017 / 2018

College Catalog & Student Handbook

Main Campus

2702 Agriculture Drive
Madison, Wisconsin 53718
608-663-2000

Satellite Facility Address

2758 Dairy Drive
Madison, Wisconsin 53718
608-663-2000

Satellite Facility Address

2821 Dairy Drive
Madison, WI 53718
888-380-4510

www.mediainstitute.edu
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Table of Contents

Introduction	7
Mission / Vision / Philosophy	7
Catalog Preparation	7
Accreditation, Approvals and Licensure	7
Veterans' Benefits	8
Ownership	8
History	8
Location and Facilities	8
Admissions	9
Admissions Requirements	9
Admissions Requirements for the Associate of Applied Science in Media Business	10
Admissions Disclosure	10
Cancellation of Classes	10
Student's Right to Cancel	10
Financial Information	11
Student Financial Services	11
Cash Paying Students	11
Financial Aid Programs	11
Institutional Funding Option	13
Scholarships	13
Students Using Third-Party Funding	13
Withdrawal or Dismissal	13
Refunds	14
Academics	16
Academic Awards	16
Academic Dishonesty	16
Academic Freedom	16
Academic Year and Schedule	16
Advanced Academic Standing	16
Attendance	18
Change of Grade	18
Change of Program	18
Class Size	18
Copyright Policy	19
Course Schedules and Registration	19
Degrees and Certificates	19
Externship/Clinical	19
Grading System	20
Grade Point Average	21
Graduation Requirements	21
Holidays and Weather Closures	21
Homework	21
Leave of Absence	21
Independent Study	21
Involuntary Withdrawal	22
Notice Concerning Transferability of Credits and Credentials Earned at Our Institution	22
Online Courses	22
Re-Entry	23
Repeating a Course	23
Satisfactory Academic Progress	24
Textbooks	26
Transcripts	26
Transfer from Media Institute to Another AHED System School	26
Voluntary Withdrawal	26

Student Services	27
Career Services.....	27
Library.....	27
E-mail Accounts.....	28
Policy on Accommodation for Disabled Individuals.....	28
Student Advising.....	30
Student Services.....	30
Student Services Coaching.....	30
Student Tutoring.....	31
Student Conduct	31
Illegal Drugs and Alcohol	31
Weapons.....	32
Campus Dress Code.....	32
Grievance and Appeals Policy.....	33
Student Sexual Harassment Policy.....	33
Madison Media Institute Student Sexual Harassment Policy.....	35
General Information	37
Administrative Hours of Operation	37
Articulation Agreements	37
Campus Visitors	37
Children on Campus.....	37
FERPA	37
Messages for Students.....	38
Non-Discrimination Policy.....	38
Photo Release	38
Placement Release.....	38
Program Disclosures	38
Report a Criminal Offense	38
Security on Campus	38
Security Report.....	38
Student Housing	39
Academic Programs.....	40
Course Codes.....	40
Credit Hours.....	40
Program Modification	40
Programs of Study	41
Associate of Applied Science in Media Business.....	41
Diploma in Medical Assistant	42
Diploma in Medical Office Billing and Coding	43
Diploma in Recording and Live Sound	44
Diploma in Video Production & Editing	45
Course Descriptions.....	46
Appendix A – Emergency Guidebook.....	54
Introduction	56
Active Shooter.....	56
Lockdown.....	56
Fire	57
Bomb Threat.....	57
Suspicious Package	57
Emergency Notification	58
Evacuation.....	58
Evacuating the Disabled.....	58
Medical Emergencies	58
Reporting Crime.....	59
Shelter-in-Place	59

Weapons 59
Hazardous Materials and Radiation..... 59
Blood-borne Pathogens 59
Infectious Diseases 59
Student in Distress..... 60
Tornado/Severe Weather 60
Media Calls 60
Hostage Situation 61
Sexual Assault 61
Emergency Contacts & Resources 62

Introduction

Mission / Vision / Philosophy

Mission

The mission of Madison Media Institute is to educate our students with a relevant, well-rounded education, provide employers with well-prepared graduates, and serve our community partners.

Vision Statement

- Madison Media Institute continuously studies and evaluates student outcomes and institutional goal achievements and uses these to improve our efforts for our students, staff, employers, and the community.
- Madison Media Institute provides contemporary education in an independent flexible educational system by following the true-to-life requirements of the industries that employ our graduates
- We provide knowledgeable staff to guide students through the entire educational experience including application, financial planning, academic and career training, and preparation for gainful employment
- It is our belief that career training is best achieved through hands-on work with industry standard professional equipment, in real job-like situations.
- Our curriculum and facilities are continually upgraded to keep up with constantly progressing technology.
- We are committed to providing experienced and knowledgeable faculty with demonstrated industry success and a commitment to providing quality education through continuous professional development.

Madison Media Institute is committed to providing quality media career training programs. We accomplish this by following the true-to-life requirements of the companies that employ our graduates. We further our commitment by providing experienced staff to guide the student through not only the application step, but also the financial planning process. These efforts create results of real value to the students of Madison Media Institute.

It is our belief that career training is best achieved through hands-on work with industry standard professional equipment, in real job-like situations. Our curriculum and facilities are continually upgraded to keep up with constantly progressing technology.

Catalog Preparation

This catalog was prepared by American Higher Education Development Corporation (AHED) with the assistance of the leadership at Madison Media Institute. Policies, curricula, fees, and other content are subject to change without notice at the discretion of Madison Media Institute and AHED. Any updates to the catalog may be reflected in an addendum or supplement. The catalog is updated annually.

Accreditation, Approvals and Licensure

Madison Media Institute is institutionally accredited by the Accrediting Council for Independent Colleges and Schools, 750 First Street N.E., Suite 980, Washington, DC, 20002-4242, 202-336-6780, to award certificates, diplomas, associate, and bachelor degrees. The Accrediting Council for Independent Colleges and Schools is recognized by the Council for Higher Education Accreditation. As of December 12, 2016 the United States Department of Education has determined it will no longer recognize the Accrediting Council for Independent Colleges and Schools as an accreditor which permits participation in Federal Title IV programs. ACICS-accredited schools have 18 months from this ruling to secure accreditation through a different agency that is recognized by the United States Department of Education. As of the publication of this catalog, the school is eligible to participate in Title IV financial aid programs outlined in the Financial Aid section of this catalog, and is seeking a new institutional accreditor.

State of Wisconsin

Madison Media Institute is licensed by the state of Wisconsin Educational Approval Board. Madison Media Institute is authorized to grant Diplomas and Associates Degrees.

Veterans' Benefits

Students with veterans' benefits are required to report all previous postsecondary education prior to attending. Official transcripts in English must be submitted for transfer credit.

Check with the College's Veterans' Affairs Certifying Official to determine if the program you are interested in is currently approved for Veterans' benefits.

Ownership

Madison Media Institute is a private, postsecondary institution that is owned and operated by American Higher Education Development Corporation (AHED) which is located at 116 Village Boulevard, Princeton, N.J. 08540. AHED has a four (4) member Board of Managers. The members are Michael Goodman, Peter Petrillo, Ryan Wierck and Dr. James Devaney.

History

Madison Media Institute has been training media enthusiasts in the audio and visual arts since 1969. As technology improved, courses in film, computer graphics, and web design were added. In 2015 the school branched out into more than just media programs, offering allied health and medical training in addition to their more well-known media programs.

Location and Facilities

Madison Media Institute is located at 2702 Agriculture Drive and 2758 Dairy Drive in Madison, Wisconsin. The main campus and satellite facility location is approximately 31,000 square feet. Madison Media Institute also has a satellite facility located at 2821 Dairy Road in Madison, WI. The campus is approximately 6,000 square feet

Madison Facility Description

The **Recording & Live Sound** program provides training in industry standard digital recording technology and analog technology. Madison Media Institute (MMI) has three computer labs containing a total of 55 workstations, a third lab also features keyboards at each workstation, and three recording control rooms surround a live room and three isolation booths. The **Video Production & Editing** program has several dedicated rooms featuring professional grade equipment and software, two Mac computer labs, six video editing suites available to students, and a professional quality video production studio. The studio features two pedestal-mounted JVC Studio Cameras, and a lighting grid with Lowel Fluor-Tec Studio 450 Studio Lights, a variety of Frenel Lights, all managed with an NSI Memory Lighting Controller. The studio also features in-studio monitoring, a cyclorama, and a 40-foot green and blue screen for chroma key production. Also available is a VariZoom QuickJib Kit with TCR100 Tripod, DCR100 Dolly, MC100 Motorized and ZeroGravity heads. Students are encouraged to use the Rifa Soft Boxes, Lowel Omni, Tota, and Pro Light Kits. The facilities provide professional settings such as a modern medical office examination room, an infection control area, and medical assistant laboratories. The **Medical Assistant** laboratories have EKG machines, microscopes, centrifuges, hematocrits and scales.

Admissions

Admissions Requirements

All students must comply with one of the following:

1. Possess a high school diploma
2. Possess a recognized equivalency certificate (GED)
3. Possess a State-authorized examination recognized as the equivalent of a high school diploma (e.g., High School Equivalent Test (HiSET) or Test Assessing Secondary Completion (TASC), or other State-authorized examination)

In addition to complying with one of the above, each student must successfully pass a Digital Learning Readiness Assessment (DLRA) with a score of 60 or higher. The DLRA is designed to help the school and student understand if they are able to successfully take courses in an online/digital environment. While not all programs at the school are offered online, the student will be required to access and understand the school's Learning Management System (LMS).

Students at Madison Media Institute must be at least seventeen (17) years of age. All other students must have written consent by a parent or guardian.

Prior to enrollment, all prospective students must be interviewed by an admissions representative to determine if they have the maturity, motivation, commitment, and dedication to succeed in the programs they have chosen and the qualities of personality that will help make placement assistance effective.

Students who have been convicted of a crime which may affect their ability to be eligible for employment in their chosen field may be denied admission to the College.

In order to be admitted to Madison Media Institute, prospective students who are not citizens of the United States of America must provide Madison Media Institute with official documents verifying their current authorization from United States Immigration and Naturalization Service to attend college. Furthermore, because all courses are taught in English all applicants must demonstrate competence in the English language. This requirement may be met by submitting a diploma from a secondary school in a system in which English is the official language of instruction. If English is not the applicant's primary language, the applicant may be required to demonstrate English proficiency.

Prospective students who received a high school diploma from a school outside the U.S. must have an official evaluation to determine equivalency to a U.S. high school diploma. To initiate the process, the student will provide the College with official copies of all foreign diplomas, degree certificates, and/or transcripts, including the original language documents as well as translations to English. The College will then submit the information to a foreign credential evaluation organization. There is no cost to the student for evaluating the official documents; however, the student may incur costs for requesting the official documents and/or the translation to English. If the foreign credential evaluation organization determines the diploma is not equivalent to a U.S. high school diploma or the process is not completed within the allotted timeframe, the student's enrollment will be cancelled. When the enrollment is cancelled, the student is expected to return all materials (books, uniforms, supplies, etc.) within two weeks to avoid charges. Further, when the enrollment is cancelled, the student will not be responsible for any tuition charges and any/all loans that were scheduled will be cancelled.

Admissions Requirements for the Associate of Applied Science in Media Business

This program is designed for media business professionals with a certificate or coursework in a media related program. In addition to the *Admissions Requirements*, all students must comply with the following minimum requirements for admission to the program:

1. Must have 50 quarter credit hours in a media concentration or be a graduate of a media related field program (i.e., Audio and Live Sound Recording, 3D Modeling, Animation and Motion Capture, Video Production and Editing Web Developer, Social Media and Digital Marketing, etc.).
2. A confirmed certificate/diploma or coursework:
 - a. Certificate/diploma or coursework must be completed at an accredited institution recognized by the U.S. Department of Education and confirmed with official transcripts in English.
3. Students must have a cumulative grade point average of 2.0 or higher from the previous educational institution.

Admissions Disclosure

Since most employers conduct background checks prior to hiring, it is important to make our prospective students aware that many career fields prohibit or discourage hiring individuals with a history of criminal background. It is important to provide full disclosure of past criminal history (misdemeanors and/or felonies) to your Admissions Representative prior to enrolling in the College. Failure to disclose this history may affect externship and/or employment opportunities upon completion of your program.

Madison Media Institute will not deny enrollment to any prospective student on the basis of a felony or misdemeanor criminal history *except* in the case for enrollment into a program requiring state licensure. Only the state licensure requirements for Wisconsin were researched. Many medical careers prohibit externship or employment to individuals with a history of criminal offenses. Madison Media Institute recommends that all potential employability questions are discussed with the campus Career Services Department.

Cancellation of Classes

The College reserves the right to cancel a starting class if the number of students enrolling is insufficient. Such a cancellation will be considered a rejection by the College and will entitle students to a full refund of all money paid.

Student's Right to Cancel

Students who have signed a new enrollment agreement have the right to cancel the Enrollment Agreement for a program of instruction - including any equipment such as books, materials and supplies or any other goods related to the instruction offered in the Agreement - up until midnight of the seventh business day (excluding weekends and holidays) after the first scheduled class. Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within seven business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided.

Cancellation shall occur when a student has given written Notice of Cancellation at the College address shown on the top of the front page of the Enrollment Agreement. A student can do this by mail, e-mail, hand delivery, or fax; the Notice of Cancellation must include a signature from the student. The written Notice of Cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.

The written Notice of Cancellation need not take any particular form, and, however expressed, it is effective if it shows that a student no longer wishes to be bound by the Enrollment Agreement. If the College has provided any equipment, including books or other materials, the student shall return them to the College within seven (7) business days following the date of Notice of Cancellation. If a student fails to return this equipment, including books (except online students), or other materials, in good condition within the seven (7) business day period, the College may deduct its documented cost for the equipment from any refund that may be due. Once students pay for the equipment, it is theirs to keep without further obligation.

Within five (5) days of receipt of Notice of Cancellation, the College will acknowledge to the student in writing the receipt of the Notice with the effective cancellation date. If a student cancels this agreement, the College will refund any monies paid, less any deduction for equipment not timely returned in good condition, within thirty (30) days after Notice of Cancellation is received.

Financial Information

Student Financial Services

Preparing for a lifelong career requires not only a commitment of time and effort, but also a financial investment. Madison Media Institute assists the student and their family in developing a payment plan to enable the student to complete their program. Students may apply for scholarships, grants and loans. Students seeking financial aid must first complete the Free Application for Federal Student Aid (FAFSA). Financial Aid Officers guide students through the application process for federal and state grants and loans appropriate to students' circumstances. Students do not repay scholarships and grants, but loans must be repaid plus interest.

Students who receive federal and/or state financial aid must maintain satisfactory academic progress. See Satisfactory Academic Progress for details.

Cash Paying Students

Federal regulations prohibit giving a discount to students who pay in cash or who pay their tuition in full before the start of class.

Financial Aid Programs

Madison Media Institute administers many of the federal student financial aid programs in addition to other alternative loans based on an academic year, which varies by program. All students receiving federal aid are required to meet various eligibility requirements including entrance counseling and verification (if applicable) prior to the disbursement of funds.

In accordance with Title IV regulations, students are also required to complete all documentation and the verification process (if applicable) and first-time Direct Loan borrowers must have attended for thirty (30) days before the first disbursement can be applied to their account. The time of transmission of financial aid resources to Madison Media Institute is dependent on action by the funding agency. The College will do everything possible to expedite the disbursement, after verifying students have met all eligibility requirements for disbursement. After this confirmation, funds are ordered and credited towards eligible tuition, books and fees. Any credit balance that occurs is available to students unless otherwise requested to be held on account.

The following financial aid programs are available to qualifying students at Madison Media Institute:

Financial Aid Programs	
PELL	Federal Pell Grant
FSEOG	Federal Supplemental Educational Opportunity Grant
DIRECT	Subsidized and Unsubsidized Loan Programs
PLUS	Federal Parent Loan for Undergraduate Students
WIA	Workforce Investment Act
REHAB	Private Rehabilitation Benefits
ALTERN	Alternative Loan / Cash Payment Programs
FWS	Federal Work Study
VA	US Department of Veterans Affairs

Federal Pell Grant

The Federal Pell Grant is authorized by the United States Congress and administered by the United States Department of Education. As a grant, no repayment is necessary unless a student fails to complete a portion of the payment period, which will result in a Return of Title IV aid calculation. The Federal Pell Grant is need-based and limited to undergraduate students who have not earned a bachelor's degree or first professional degree.

Federal Supplemental Educational Opportunity Grant

Authorized by the United States Congress and administered by the United States Department of Education, the Federal Supplemental Educational Opportunity Grant (FSEOG) is available for undergraduate students with exceptional financial need who are receiving a Federal Pell Grant. The FSEOG is available only to students who have not earned a bachelor's degree or first professional degree. FSEOG funding is limited and is awarded until funding is expended. Priority will be given to new students with a 0 EFC. Remaining funds are awarded to otherwise eligible students based on need.

Federal Direct Subsidized Loan

Authorized by the United States Congress and administered by the United States Department of Education, the Federal Direct Subsidized Stafford Loan is a need-based loan for eligible undergraduate students. While a student is in school on at least a half time basis, interest is subsidized (paid) by the federal government. Repayment begins six (6) months after ceasing to be enrolled at least half time. Monthly payments are based on aggregate amount borrowed; the minimum monthly payment is \$50 per loan.

Federal Direct Unsubsidized Loan

Authorized by the United States Congress and administered by the United States Department of Education, the Federal Direct Unsubsidized Stafford Loan is a non-need-based loan for eligible undergraduate and graduate students. Independent students and dependent students whose parents did not qualify for the Federal PLUS Loan (see below) may qualify. In addition, undergraduate students who are ineligible for subsidized loans may qualify for unsubsidized Stafford loans. There is a six (6) month grace period after the last date of attendance during which no principal payments are due. Students are responsible for interest from the date of disbursement and may choose to pay the interest while in school or opt to capitalize the amount until after the grace period ends. Minimum payments are \$50 per month per loan.

Federal Direct PLUS Loan

Authorized by the United States Congress and administered by the United States Department of Education, the Federal PLUS Loan provides funding up to the total cost of attendance (COA) minus all other financial aid students have for their current enrollment. Parents of dependent undergraduate students and graduate students are eligible to apply and credit checks are conducted. Minimum payments are \$50 per month per loan. There is no grace period on this loan, however parents may request a deferment of repayment while the student is enrolled at least half-time and for a period of six (6) months after the student ceases to be enrolled. Graduate student PLUS borrowers receive an automatic deferment while in school and a six-month deferment (comparable to a grace period) after they graduate, leave school or drop below half-time enrollment.

Federal Work Study

Federal Work-Study (FWS) provides part-time jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the recipient's course of study. Please see Financial Aid to determine eligibility if interested.

Veterans Assistance Programs

There are various Veterans Programs available to assist with educational funding. Please go to <http://gibill.va.gov/benefits/index.html> for more detailed information or speak to Financial Aid to determine eligibility for Veterans Benefits.

Federal or State Loans

If a student is eligible for a loan(s) guaranteed by the federal or state government and the student defaults on the loan(s) both of the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
2. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Verification

Under Title IV regulations, students who have applied for federal aid may be selected for verification. If selected, students will be required to submit additional documentation (including but not limited to prior year tax return transcripts available from the IRS and W-2s) to the Department of Financial Aid within five (5) business days to complete the process so final eligibility for federal aid can be determined. Students should be aware, this process may require changes to the application, thereby affecting eligibility for grant and loan programs. Students whose eligibility changes will be notified of such changes upon determination by the College.

New Students

All first-time, first-term students awarded federal and state financial aid will be eligible for disbursement of their financial aid thirty (30) days after the start of their program. Students must maintain Satisfactory Academic Progress (SAP) as outlined in the Madison Media Institute catalog in order to be eligible for subsequent disbursements. Subsequent disbursements are posted to the students' account approximately seven (7) days after the start of the next

fifteen (15) week term. For students attending certain Certificate programs, the subsequent disbursements are posted once the student has completed half of the required weeks, credits and hours of the program.

Exit Counseling

All students using federal loans to fund any part of their educational costs are required to complete exit counseling. There are various methods to complete exit counseling; in person, on-line or via mail. Students are encouraged to schedule a personal appointment with the Education Loan Specialist to complete the process prior to departure; however, in the event this isn't possible, exit counseling information will be mailed to the student within 30 days of the date of determination that the student withdrew.

Institutional Funding Option

Madison Media Institute offers many federal, state, and alternative financial aid options for students to pay their educational expenses. Many of these options require credit worthiness and not all those who apply will be approved. For students who have exhausted these options, the College offers an institutional financing option called *Retail Installment Contract*. A Retail Installment Contract without credit worthiness is available.

Scholarships

Please refer to the Catalog Supplement for additional scholarship resources.

Students Using Third-Party Funding

Prior to attending classes, Madison Media Institute must receive verbal authorization from an official of the organization to sponsor students. Within two weeks after the verbal authorization, the College must have received written authorization in order for sponsored students to continue attending class. The organization will be billed within thirty (30) days of receipt of signed authorization.

Withdrawal or Dismissal

Students have the right to withdraw from a program of instruction at any time. Within five (5) days of receipt of Notice of Withdrawal, the College will acknowledge to the student in writing the receipt of the Notice of Withdrawal with the effective withdrawal date. If a student attends the College and officially withdraws or is involuntarily withdrawn or dismissed, the student is obligated to pay for the institutional charges (tuition and fees) and possible equipment costs.

The amount of tuition and fees owed to the College is based on the week of the last day of attendance. If a student attends after the 9th week of a Semester, the student is obligated to pay for all of the institutional charges for the Semester.

If a student obtains equipment, as specified in the Enrollment Agreement, and returns it in good condition within thirty (30) days following the date of withdrawal, the College will not charge for the equipment. If a student fails to return the equipment in good condition, allowing for reasonable wear and tear, within thirty (30) days, the College may charge the student for the cost of the equipment. A student will be liable for the amount, if any, if the cost of the equipment exceeds a refund amount. A list of equipment costs is available at the College.

The amount of tuition and fees owed to the College and charges for equipment are subtracted from the amount a student paid for tuition and fees. **If the amount owed is more than the amount paid to the student's account, the student must make arrangements to pay the College the outstanding balance.** Student balances that remain unpaid for a period of thirty (30) days without payment will be forwarded to an agency for collection. Additional fees will apply and this further attempt to collect the outstanding debt will adversely affect a student's permanent credit history.

If the amount paid for institutional charges is more than the amount owed, a refund will be made to the student within thirty (30) days of the last day of attendance (see Post Withdrawal Disbursements).

Refunds

Standard Term Refund Policy

A student who withdraws or is dismissed from Madison Media Institute after the first week of classes, but on or before completing 60% of a term, shall be entitled to a pro rata refund, less any amounts owed by the student for the current enrollment period. The number of weeks that make up the period of enrollment for which the student has been charged will be divided into the number of weeks remaining to be completed by the student as of the student's last recorded date of attendance. The resulting decimal will be converted to a percentage and that percentage will be rounded down to the nearest ten percent. This percentage applied to the charges for the period of enrollment will be the amount of refund to which the student is entitled.

All Madison Media Institute students receiving Federal Title IV Grants and Loans who withdraw will be subject to a calculation of earned funds up through the 60% point in the term. All unearned Title IV grants and loans will be returned to the appropriate program (Pell Grant, SEOG, and Direct Loans). If the withdrawal occurs *after* the 60% point in the term, then the percentage of aid earned is 100%. To calculate the amount of Title IV funds not earned by a student, the school must determine the last date of attendance. If a student withdraws on or before the 60% point (day specific), the school will calculate the percentage of aid not earned by the student and return the funds to the appropriate fund.

If a student withdraws from school before completing over 60% of the term, he/she may owe a refund to the federal government for unearned Title IV funds or a balance to the school for unearned funds returned.

For All Programs:

- The withdrawal date (official or unofficial) for tuition refund calculation and return of Federal Title IV funds is defined as the last date of physical or online attendance.
- Refund of Veterans Benefits for Education is made in accordance with current Department of Veterans Affairs regulations.
- The institution processes refunds within forty days of notification of withdrawal by the student or the date of determination the student is no longer attending. The institution terminates the student's enrollment or determines the student has withdrawn after a student has failed to attend for 14 consecutive days.
- A student who cancels before attending any classes is entitled to a full refund of all tuition and fees.
- All requests of notification of cancellation must be in writing.

Return of Title IV Funds

A student's withdrawal date (official or unofficial) for tuition refund calculation and return of Federal Title IV funds is defined as the last date of physical or online attendance. Further, all funds will be returned, based on the following information, in forty-five (45) calendar days.

An unofficial withdrawal is a student who meets any of the following criteria and will be subject to withdrawal from the College:

- failure to attend classes for more than fourteen (14) calendar days
- academic dismissal (see *Satisfactory Academic Progress*)
- certification test not successfully completed (if applicable to program)
- violation of the rules of conduct

The last date of attendance will be determined by the Education Department using attendance records. Re-admission to the College following withdrawal will be at the discretion of the College. See the Re-entry section.

An official withdrawal is a student providing to the Education Department official notification either orally or in writing of their intent to withdraw. The Education Department will determine the last date of attendance based on the date of the official notice. Within five (5) days of receipt of Notice of Withdrawal, the College will acknowledge to the student in writing the receipt of the Notice of Withdrawal with the effective withdrawal date.

Re-admission to the College following voluntary withdrawal will be at the discretion of the College. See the Re-entry section.

After a return of unearned federal aid has been calculated, the portion of aid to be returned to federal programs is distributed in the following order:

1. Federal Direct Unsubsidized Loan

2. Federal Direct Subsidized Loan
3. Federal Direct PLUS Loan
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant

After a return of unearned federal aid has been calculated and returned as listed above, the portion of aid to be returned to other funding programs is distributed in the following order:

1. Third party funding such as Veterans Administration Rehabilitation, Division of Vocational Rehabilitation, Worker's Compensation, WDP, and/or foundation funding.
2. The student.

The percentage of earned Title IV aid may include disbursed and not disbursed funding for which students were eligible prior to the withdrawal from the College. If withdrawing students are determined to have been eligible for and earned more aid than was actually disbursed before the official withdrawal date, Madison Media Institute will disburse the funds in accordance with federal regulations (see Post Withdrawal Disbursements).

Title IV Post Withdrawal Disbursements

Earned Title IV funding that has not been disbursed may be applied to outstanding institutional charges.

If a student is eligible for a post-withdrawal disbursement of Pell Grant, the grant money will be disbursed directly to the student's account at the College within forty-five (45) days of the student's withdrawal date or graduation date.

If a student is eligible for a disbursement of loan funds (different from Pell Grant), the College will send the student a written notice within thirty (30) days of the student's withdrawal date or graduation date indicating the type and amount of the eligible disbursement. If the student would like the post-withdrawal disbursement applied to their account, they must give the College either a verbal or written approval within forty-five (45) days of the student's withdrawal date or graduation date. Once the student has given their approval the eligible loan funds will be disbursed to the account. After outstanding institutional charges are paid and if excess funds remain, the excess funds will be provided to the student within fourteen (14) days of the credit balance occurring on the student's account.

Academics

Academic Awards

High Honors

Any student who achieves a Cumulative Grade Point Average (CGPA) of 3.5 or better is designated an Honor Graduate. Graduates that earn a Cumulative Grade Point Average (CGPA) of 4.0 or higher will have their official transcript notated as “High Honors Graduate.”

Honors

Any student who achieves a Cumulative Grade Point Average (CGPA) of 3.5 or better is designated an Honor Graduate. Graduates that earn a Cumulative Grade Point Average (CGPA) between 3.5 and 3.99 will have their official transcript notated as “Honors Graduate.”

Dean’s List

After each module/term, Madison Media Institute students who have earned a grade point average (GPA) of 3.75 or better for the module/term are placed on the Dean’s List and receive a Dean’s List certificate.

Perfect Attendance Award

After each term, Madison Media Institute students with perfect attendance receive a printed certificate. This award does not apply to online courses and/or programs.

Academic Dishonesty

Academic honesty is essential in student conduct. An academic honesty violation includes, but is not limited to, cheating, plagiarism, forgery, falsification, alteration, copying, fabrication, bribery, and collaboration without expressed permission. Madison Media Institute students are responsible for the preparation and presentation of work representing their own effort, skills and achievements. Students will cite any quotations, materials or paraphrased materials taken from the work of others and fully acknowledge and identify the sources. *The work of others* includes published works as well as work completed by other students, and encompasses projects, assignments, computer exercises and exams.

Cheating, including plagiarism, will result in an “F” grade for the assignment. If a second occurrence would occur, it will result in an “F” for the course.

Academic Freedom

Madison Media Institute provides instructors with the freedom to teach and pursue knowledge and skills and to discuss them openly, consistent with the requirements and expectations of the subject matter and the College curriculum. Instructors at Madison Media Institute are entitled to express professional points of view within the limits of the mission and academic policies and procedures.

Academic Year and Schedule

Each program term meets for ten (10) weeks and each term consists of two (2) five (5) week modules. All students who first enroll or withdraw and re-enter will be required to be full-time and attend all scheduled courses. Students who do not attend/post attendance in their scheduled courses will be dropped from the entire program. Full-time students take a minimum of twelve (12) quarter credit hours or a maximum of nineteen (19) quarter credit hours per term. An academic year is at least thirty (30) weeks in length and thirty-six (36) quarter credit hours. Full-time students will typically take two (2) courses each five (5) week module for a total of four (4) courses in a term.

Advanced Academic Standing

Course credit may be awarded by examination and transfer of credit. The Education Department is responsible for approving all advanced academic standing. Advanced standing credit is assigned a grade of “T”. Advanced academic standing counts toward meeting graduation requirements, however, these credits could not count toward satisfactory academic progress (see the Satisfactory Academic Progress section). Tuition will be adjusted accordingly for course credit.

No more than 75% of the credit hours in a program may be awarded either by transfer of credit and/or by examination. Transfer credit evaluation must be completed prior to a student posting attendance in a course. A student cannot receive transfer credit for a course they are currently attending.

Transfer of Course Credit from Other Institutions

Transfer credit will be considered from an institution of higher education accredited by an agency recognized by the U.S. Department of Education. Course credit will be awarded for courses that are comparable in scope, content and number of credits to courses offered at the Media Institute. Courses must be at the 100-level or higher and completed with a grade of “C” or higher or the equivalent. Technical coursework should be current and no older than eight (8) years; general education coursework should be current and no older than fifteen (15) years. Course Prerequisites and course sequencing must be observed to ensure appropriate skill development. A student will not be granted partial credit for a course; however, similar courses may be combined to allow for full credit transfer. If a student has a sequence or combination of courses that are worth fewer credits, those courses may be combined and granted for one course. If the course being evaluated does not match the content of the Media Institute course, credit will not be awarded. **Students who have a confirmed Bachelor’s degree or higher, supported by official transcripts in English, may petition for transfer credit for SS101 and SS102. The confirmed degree must be current and no older than fifteen (15) years.**

When evaluating transfer credit from other institutions, it may be necessary to convert the transfer credits to either semester credits or quarter credits, depending on the credit hour system of the Media Institute program. When converting quarter credits to semester credits, the quarter credits are divided by one-and-a-half (1.5). When converting semester credits to quarter credits, the semester credits are multiplied by one-and-a-half (1.5).

To obtain transfer credit, the Media Institute Education Department must receive an official transcript in English from the other institution prior to the course’s scheduled start date. The transcript will be reviewed by the Education Department. A student may be required to produce a catalog, course description or other supporting documentation. Transfer credit evaluation must be completed prior to a student posting attendance in a course. A student cannot receive transfer credit for a course they are currently attending.

Proficiency Credit

Madison Media Institute allows students to test out of a course by passing a proficiency examination. The fee for a proficiency examination is \$200 per course. Students must test out of a course prior to the first day of the course. Proficiency exams are proctored by a staff member of the College. The student may take the test out exam at any Madison Media Institute location and must present a valid (non-expired) form of identification (i.e., driver’s license, state issued ID, military ID, etc.) In order to successfully pass a proficiency examination a student must score 70% or higher. Proficiency examinations may be attempted only once. Students may not use proficiency credit for SS101 and SS102 courses. Proficiency credit awards, in addition to any awarded Advanced Academic Standing, may not exceed more than 25% of the credits in the student’s program of study.

Credit by Certification Examination

Students may receive credit for courses that cover certification examinations. Students may attempt certification exams as many times as permitted by the vendors. See the Tuition and Fees section for certification examination fees.

Students who have passed an official certification examination must provide the College with the original certification approval showing a passing score for the exam. All official certification exams must be approved by the Education Department and be current (within the last four (4) years) prior to credit being awarded. In addition to the certificate examination, a student may be required to take and successfully complete a proficiency examination to demonstrate mastery of the course content.

Fees for official Microsoft certification exams will be assessed for every attempt of the exam. Official certification exams may be taken at Madison Media Institute, if available, or at any certified testing center.

Credit by National Examination

Students who have taken an Advanced Placement Test may receive course credit by scoring three (3) or higher. Students who have scored fifty (50) or higher on College Level Examination Program (CLEP) tests may receive course credit. Course credit may be awarded for scores of four (4) or higher on the Higher Level (HL) International Baccalaureate Test. Official documentation must be received by the College prior to a student starting classes.

Attendance

The College emphasizes the need for all students to attend classes in order to develop the skills and attitudes necessary to compete in the highly competitive labor market. Since much of each program is conducted in a hands-on environment, attendance is critical to proper skill building.

Attendance is mandatory for all courses. Students are expected to attend every scheduled class, be on time, and attend for the entire scheduled class time. Attendance is taken in each class and is recorded permanently. Students arriving late for a class or leaving early are considered tardy. Tardiness and absenteeism will affect a student's grades.

Hours of make-up work outside of the student's scheduled class will not be accepted as hours of class attendance.

Make-up work is not permitted for the purpose of receiving veterans educational training benefits.

Students at Madison Media Institute are responsible for completing all course assignments. Students who know in advance that they need to be absent must inform their instructors early so that appropriate make-up work can be arranged. Instructors will determine whether students who are absent from an exam may make it up.

Students are advised to call the administrative offices of Madison Media Institute when they are going to be absent from their course(s). Office hours are 8:00 a.m. to 8:00 p.m., Monday through Thursday and 8:00 a.m. to 5:00 p.m. on Friday. A message may be left with anyone answering the phone.

Online Attendance

Online success is a critical part of the student's education. For this reason, all students are expected to login and participate actively online in each course, at least 2 times per week. A week is defined as Monday through Sunday. A student can log on any days as they prefer throughout that week, including the day of their physical class session. The attendance in an online course is based on graded activity in the course.

Ground and Online Attendance

New students must attend the first day of class of their first module or term. This also applies to students who reenter. In extenuating circumstances, exceptions can be made. A student who fails to *either* attend a ground class *or* post attendance in an online class for 10 or more consecutive days will be dropped (See "Withdrawal and Course Drop" under Grading System) from the program.

Students who fail to attend classes for more than fourteen (14) calendar days will be subject to involuntary withdrawal (see Involuntary Withdrawal) from the College.

Change of Grade

If a student questions a grade received in a course, the student must first contact the instructor of the course. The instructor may request that the student supply any assignments or coursework for consideration. If the student is not satisfied with the instructor's decision, the student may meet with the Campus President and/or Education Department. The student must complete this process within the first two weeks of the end of the module/term. All grades are considered final thirty (30) days after the end of the module/term.

Change of Program

Students may change educational programs at Madison Media Institute during their enrollment. Students must contact the Education/Student Services Departments to determine if the Admissions Requirements can be met for the new program. Because the program requirements differ, not all of the course credits may transfer. A student's current Satisfactory Academic Progress (SAP) status may carry over to the new program of study (see Satisfactory Academic Progress section). Students not making SAP may transfer programs of study.

Class Size

The maximum class size for online classes is 24:1, the maximum class size for computer labs is 20:1; and the maximum class size for lecture classes is 32:1.

Copyright Policy

It is the policy of Madison Media Institute to comply with the Copyright Laws of the United States, and therefore, copyright infringement is not allowed by employees or students of Madison Media Institute.

Copyright infringement is the unauthorized reproduction, use, or display of copyrighted work without the permission of the copyright owner. Copyrighted work includes many forms of protected work including literary, musical, dramatic, and audiovisual creations, but not limited to these. Copyright protects the particular way an author has expressed himself; it does not extend to any ideas, systems, or factual information conveyed in the work.

The 1961 Report of the Register of Copyrights on the General Revision of the U.S. Copyright Law cites examples of activities that courts have regarded as fair use: “quotation of excerpts in a review or criticism for purposes of illustration or comment; quotation of short passages in a scholarly or technical work, for illustration or clarification of the author’s observations; use in a parody of some of the content of the work parodied; summary of an address or article, with brief quotations, in a news report; reproduction by a library of a portion of a work to replace part of a damaged copy; reproduction by a teacher or student of a small part of a work to illustrate a lesson; reproduction of a work in legislative or judicial proceedings or reports; incidental and fortuitous reproduction, in a newsreel or broadcast, of a work located in the scene of an event being reported.”

Unless the doctrine of fair use would clearly apply to the situation, Madison Media Institute recommends that permission is obtained from the copyright owner before using copyrighted material. If there is any doubt, don’t copy the work.

Course Schedules and Registration

Courses may be scheduled any day of the week Monday through Sunday, morning, afternoon and evening. Students may be scheduled for an online or on-ground course delivery. Days and times of attendance may vary by program and may change from module/term to module/term.

Students are registered for courses by the Education Department.

Degrees and Certificates

A diploma is awarded to graduates when all program requirements are met and financial obligations are current. Prior to externship, students are encouraged to contact Financial Aid to confirm their financial status. Students with unpaid balances can request a completion letter to affirm their completion of the course requirements for their program.

Externship/Clinical

For programs requiring an externship, the policies and grading are the same as required for other academic coursework. Days, hours, dress code, responsibilities, etc., are dependent on the requirements of the externship facility. During the externship, a student will be evaluated in the areas of professional performance, work habits, initiative, etc. If a student is unable to reach minimum competency in the extern facility, she/he will be required to return to the College for remedial assistance and/or serve additional externship hours. Students are required to submit weekly attendance documentation to the College while on externship.

Some externships require students to have immunizations and/or a health clearance. Check with Career Services and the externship site to obtain a list of required immunizations. All costs for immunizations and a health clearance are the responsibility of the student. For students who are pregnant at the time of externship, the externship site may or may not accept a student who is pregnant. If the student/school is not able to find a suitable externship site, the student will be withdrawn from the College and can re-enter at an appropriate time (See Re-Entry section of the catalog for more information).

In order to be eligible for externship, students must meet the requirements of Satisfactory Academic Progress (SAP) and must be current in their financial obligations to the College. Prior to externship, students are encouraged to contact Financial Aid to confirm their financial status. Students who are delinquent in their monthly payments or who have unfunded debt with the College will be involuntary withdrawn from the College until such time as their financial obligations are met. Once the financial situation is resolved and a student is in good standing, the student is eligible for readmission to the College through the re-entry process. See the Re-Entry section.

All students enrolled in a program with an externship component in a clinical setting must complete the following prior to beginning their clinical experience:

- Current CPR certification that is valid for the length of all clinical/externship components
- Complete immunization record which may include titers
- Flu Shot (depending on season)
- Physical from a Physician
- TB test
- Hepatitis Series

Grading System

Evaluation of student achievement will be based on meeting the objectives for each course. At the beginning of each course, the instructor will provide students with a syllabus identifying the objectives and grade determination criteria. Instructors base assessment on assignments, tests and quizzes, and course participation. The standard scale of A to F and P are considered earned grades. Official grades are issued at the completion of each course. Students who wish to dispute a grade must complete the process within the first two weeks of the course (see Change of Grade). All grades are considered final thirty (30) days after the end of the term.

Letter Grade	%	Quality	Quality Points	Effect on Credits Earned	Effect on Credits Attempted	Effect on CGPA	Effect on SAP (Rate of Progress)
A	90%-100%	Superior	4.0	Y	Y	Y	Y
B	80%-89.9%	Excellent	3.0	Y	Y	Y	Y
C	70%-79.9%	Satisfactory	2.0	Y	Y	Y	Y
D	60%-69.9%	Min. Passing Grade	1.0	Y	Y	Y	Y
F	Below 60%	Fail	0.0	Y	Y	Y	Y
I	N/A	Incomplete	0.0	N/A	N/A	N/A	N/A
T	N/A	Transfer Credit	0.0	Y	Y	N	Y
PC	N/A	Proficiency Credit	0.0	Y	Y	N	Y
W	N/A	Withdrawal	0.0	Y	Y	N	Y

To pass a course in a Diploma or Associate degree program, a grade of 60.0% or higher in the concentration course requirements and 67% rate of progression must be met.

Incomplete

Once enrolled in a course, students should make the effort to complete all course assignments during the module/term in which they are officially enrolled. However, circumstances of unusual and exceptional hardship may arise which prevent students from completing course assignments by the end of the module/term. In those cases, an Incomplete grade, "I," may be granted to a student who has completed 75% of the assignments required by the course. Students must petition to receive an Incomplete in the course with the approval of the instructor and the Education Department (or Program Chair). Students must complete a petition form and submit it to the instructor prior to the last class meeting. Petition forms are available in the Education Department.

Students who are granted an Incomplete will receive a grade of "I" followed by a "/" and the grade earned thus far in the course (e.g., "I/D"). Students must submit all missing course requirements to the instructor within two (2) weeks after the end of the module/term. Students officially enrolled in an externship may petition for additional time to complete the externship with the permission of the Education Department. If the missing requirements are not completed, the student will be issued the grade indicated on the Incomplete Petition. Regardless of whether the course work is completed, the Incomplete will be changed to a letter grade. If a student would challenge an academic grade, the student would need to review the "Change of Grade" section of the catalog. Students enrolled in SS101 Student Success Strategies, SS102 Professional Development Strategies may not petition for an "I" grade. Students in these courses will receive a grade at the end of the course.

Failure

Any course in a program of study that is failed must be repeated and passed (See *Repeating a Course*).

Withdrawal

A course is assigned a withdrawal grade of “W” when a student officially withdraws or is withdrawn by the College. A course withdrawal is not included in the calculation of a grade point average.

Transfer Credit

When a student receives advanced academic standing a grade of “T” is assigned for the course. Advanced academic standing counts toward meeting graduation requirements and the credits count toward satisfactory academic progress (see the *Satisfactory Academic Progress* section).

Grade Point Average

To calculate a grade point average, multiply the quality points associated with each grade times the number of credit hours for each course. Add these quality points and divide by the total number of credit hours.

Graduation Requirements

To be eligible for graduation, students must:

1. Complete all required courses in Diploma or Associate degree programs with a Cumulative Grade Point Average of at least 2.0;
2. Meet the specific grade and other program requirements (if applicable);
3. Successfully complete the externship or clinical requirement (if applicable);
4. Achieve Satisfactory Academic Progress; and
5. Complete all required certifications (if applicable).

Holidays and Weather Closures

Occasionally the College will close due to holidays, bad weather or other natural phenomena. Make-up days for holidays are scheduled and can be found in the Catalog Supplement. If the College closes for more than one (1) day, classes will meet on an unscheduled day. In the case of an unexpected closure, if possible, students will be given notice at least one (1) week in advance so that arrangements can be made to attend. When the College closes unexpectedly, students should anticipate making up the time before the end of the term.

Homework

In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture.

Out-of-class assignments such as papers, projects and presentations and sometimes exercises and problem solving will be graded and included in the final evaluation of a student’s grade in a course. The syllabus for each course provides the criteria used to determine the grade in the course.

Leave of Absence

Students are not allowed to take a Leave of Absence (LOA). Students who are not attending will be withdrawn and must follow the established process for re-entry.

Independent Study

An Independent Study (IS) allows a student that is nearing completion of their program to complete a course which is not otherwise available to the student due to changes in program composition, scheduling requirements, or as result of such things as maternity, illness, disability, or accident. Independent Study is a structured process whereby students complete a course by meeting the established requirements of the course using a non-traditional method. A student and faculty member will need to sign and agree to the following for the independent study course:

1. No more than 10% of the student's program can be taken via Independent Study and is only offered in residential, credit hour programs. Courses delivered online are not eligible for Independent Study.
2. Students with a CGPA below 2.0 or in Financial Aid Probation school status are not eligible for Independent Study.
3. A faculty member qualified to teach in the discipline of the Independent Study is identified to supervise the student by the Academic Dean.
4. The student and supervising faculty complete the Independent Study Agreement; all In-Class, Lab, Quiz and Exam meeting dates and activity descriptions must be filled in on the Independent Study Course Plan for the student prior to signing of the agreement.
5. The student and supervising faculty sign the Independent Study Agreement.
6. The official Course Syllabus is affixed to the agreement.
7. The Independent Study Agreement is maintained in the student academic file.
8. The student periodically meets (at least weekly) with supervising instructor according to the Plan.
9. The student attends all laboratory sessions according to the Plan.
10. The student attends all proctored tests or quizzes according to the Plan.
11. The supervising faculty records the student's attendance and all graded events.
12. The student's attendance, recorded at least weekly, and final grade are recorded in the Student Information System.
13. At the end of the module/term, for courses not supported by the Learning Management System, the student's quizzes, exams, laboratory, homework, and final grades, as documented on the Independent Study Course Plan, are provided to the Registrar for archiving in the student academic file.
14. Independent Study courses are not eligible for incomplete grades (i.e. extensions). If a student has any questions related to Independent Study, the student will be directed to the Academic Dean.

Involuntary Withdrawal

A student who meets any of the following criteria will be subject to involuntary withdrawal from the College:

- failure to attend classes for more than fourteen (14) calendar days
- academic dismissal (see *Satisfactory Academic Progress*)
- certification test not successfully completed (if applicable to program)
- violation of the rules of conduct

The last date of attendance will be determined by the Education Department using attendance records. Re-admission to the College following involuntary withdrawal will be at the discretion of the College. See the Re-entry section.

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at Madison Media Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in a program of study is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Madison Media Institute to determine if your credits, degree, diploma or certificate will transfer.

Online Courses

Madison Media Institute offers programs in an on-ground or online format (refer to the *Academic Programs* section). Madison Media Institute courses are not self-paced and must be completed as prescribed in the course syllabus. Online assignments and/or projects are typically graded within 72 hours of the due date. Students taking courses online must complete the online orientation prior to the first day of the first course. Online courses require students to be dedicated and have self-discipline in order to succeed in their courses. In addition, students enrolled in online courses are required to have available a computer and high-speed Internet access, and a supported web browser (including Mozilla Firefox, Internet Explorer, Chrome, and Safari). Other system requirements include the following:

Windows-based computer or laptop capable of accessing the internet via a high-speed connection, not a modem

(nor dial-up).

- Minimum Platform: Windows 7 x64 or Later
- Google Chrome, Mozilla Firefox, or Internet Explorer 11 or Later
- Inter core i5 quad core or higher.
- 4GB of Ram
- 250GB HDD 7200rpm or SSD. For best application performance SSD is recommended if one's budget allows.

An Apple computer or laptop capable of accessing the internet via a high-speed connection, not a modem (nor dial-up).

- Minimum Platform: Mavericks 10.9
- Google Chrome, Mozilla Firefox, or Safari
- Intel Core I5 or higher
- 4 GB of RAM
- 250GB HDD 7200rpm or SSD. For best application performance SSD is recommended if one's budget allows.

The platform for online courses is Moodle Rooms. Students enrolled in online courses must sign in to the course during the first week of the course. Additionally, students will need to complete the Online Orientation prior to the first day of the first course.

Online Student Identity Authentication and Privacy

The College Learning Management System (LMS) for online students is a restricted access and password protected electronic environment. Prior to entering the LMS, an online student's identity must be verified by way of an assigned unique login and password that is provided to each student upon enrollment and class registration. Verification of student information is provided at no extra cost to the student. Student identity will be maintained in a private format by the College in accord with established institutional privacy and confidentiality policies with access provided only to agents of the College who require immediate and necessary use of the information in order to fulfill the various academic activities of the College. It is the student's responsibility to strictly preserve the privacy of their login and password information. Students are prohibited from sharing login and password information. Any such intentional compromise of the integrity of the privacy of a student's login and/or password (i.e., sharing of this information) will result in the student being subject to immediate termination from Madison Media Institute. In the event a student believes the privacy associated with their login and password information has been compromised, they are required to contact school officials for an immediate reset of their information. This is also done at no extra cost to the student.

Re-Entry

A student who has been voluntary or involuntary withdrawn for less than twelve (12) months and wishes to re-enter the College must contact the Student Services Office. The Student Services Office interviews the student and the student completes a petition form. The College reviews the student's petition, academic record, and financial aid. The Student Services Office contacts the student as to the petition decision.

When a student has been approved to return, the student must sign a new Enrollment Agreement and meet with the Financial Aid Department. The student is subject to the current tuition rate on the new Enrollment Agreement, the current catalog policies and procedure and current program. A re-entry fee will not be charged to the student.

Repeating a Course

A student who has received a failing grade ("F") or a withdrawal ("W") in a course, must repeat the course to meet the requirements of the student's program.

When a course is repeated the higher of the two (2) grades will be counted for purposes of calculating the student's Cumulative Grade Point Average and Rate of Progress. If repeating a course is required, the length of the program must not exceed one-and-a-half (1.5) times the scheduled program (see *Satisfactory Academic Progress* and *Grading System*).

A course in which a student has received a "W" or "F" grade may be attempted only **three (3)** times. A student who does not successfully complete a course after the third attempt will be academically dismissed from the College and may not appeal the dismissal. A student will be charged for all repeats.

Satisfactory Academic Progress

In order to graduate, a student in a Certificate, Diploma, or Associate's degree program must have a cumulative grade point average of 2.0; all students must complete all courses and requirements for graduation within 150% of the total number of credit hours in the program of study. To help students meet these requirements the College checks periodically that students are making Satisfactory Academic Progress (SAP). SAP is measured in two ways: Cumulative Grade Point Average and Rate of Progress. Rate of Progress is the percentage of successfully completed credit hours relative to attempted credit hours. That is, number of completed credit hours divided by attempted credit hours times 100.

SAP is measured at evaluation points that occur every ten (10) weeks (i.e., every quarter). The SAP table indicates what CGPA and rate of progress benchmarks a student must have at the evaluation points to be meeting SAP.

Satisfactory Academic Progress Evaluation Points and Benchmarks

Degree	Evaluation Point	Benchmarks CGPA and % Rate of Progress
Certificate and Diploma Programs	1 st	Minimum of 1.0 and 50%
	2 nd	Minimum of 1.5 and 60%
	3 rd and thereafter	Minimum of 2.0 and 67%
Associate's Degree Programs (>7 months)	1 st	Minimum of 1.0 and 33.4%
	2 nd	Minimum of 1.25 and 50%
	3 rd	Minimum of 1.5 and 55%
	4 th	Minimum of 1.75 and 60%
	5 th and thereafter	Minimum of 2.0 and 67%
Associate's Degree Programs (<7 months)	1 st	Minimum of 1.0 and 50%
	2 nd and thereafter	Minimum of 2.0 and 67%

Students not meeting these benchmarks are not making Satisfactory Academic Progress. The first time a student is not making SAP, the student is placed on academic warning. If the student receives financial aid, the student may be placed on financial aid warning. Students on academic warning/financial aid warning will be notified via the student portal and contacted by their Program Chair or the Education Department (see the Academic Advising section).

At the next evaluation point if a student on financial aid warning meets or exceeds the benchmark, the student is taken off financial aid warning. If, however, a student does not make SAP, the student is placed on financial aid probation. Students on financial aid probation will be notified by the Education Department. **Students placed on financial aid probation must appeal in order to continue receiving financial aid.** See the *Appealing Financial Aid Probation* section of the catalog for details. If the student chooses to not use Title IV funds, the student will need to secure funding. All coursework attempted will count toward maximum time frame when a student does not receive Title IV aid. The maximum time frame for completing any program is the maximum amount of time a student would have to complete his or her program. A student may not attempt more than 1.5 times the number of clock hours required to complete the program.

Students on academic probation have until the next evaluation point to meet or exceed the SAP benchmark. If they do so, they are taken off academic probation. If a student does not make SAP, the student is dismissed from the College. A dismissed student is notified via the student portal and contacted by the Education Department.

A dismissed student may appeal the dismissal. See the *Appealing Academic Dismissal* section of the catalog for details. If a student's appeal is denied, the student may appeal again after one (1) year of the date of the dismissal. A student may not return to the College if denied more than once. If a student's appeal is approved, the student is placed on academic probation and may be eligible for financial aid with an academic plan until the next evaluation point.

Satisfactory Academic Progress and Course Withdrawals and Failures

When a student withdraws from a course, the course is assigned a “W” grade. This grade has no grade points and therefore does not impact a student’s cumulative grade point average. A course withdrawal, however, negatively impacts the rate of progress by increasing the number of credit hours attempted.

A failing grade negatively impacts a student’s cumulative grade point average and rate of progress.

Transfer Credit and Satisfactory Academic Progress

When a student receives transfer credit (advanced academic standing), the transferred credit hours do not carry grade points and therefore do not impact the student’s cumulative grade point average. The total number of allowable credit hours attempted, however, decreases by the number of credit hours transferred to the College. For example, if a student transfers 15 credit hours into a program with 55 credit hours, the number of allowable credit hours attempted will equal $55 - 15 = 40$, and 1.5 times $40 = 60$ credits hours attempted allowed.

Appealing Financial Aid Probation

To appeal financial aid probation a student must write a letter to the Appeals Committee stating what circumstances lead to poor academic performance. Acceptable circumstances are generally outside of the student’s control and are unavoidable. Examples include: Death of a family member, an illness or injury suffered by the student, documented medical condition or serious illness, Documented learning disability, Domestic violence, Involuntary call to active military duty, Documented change in conditions or employment or Special circumstances of an unusual nature which are not likely to recur. Documentation to support the appeal must be submitted with the appeal letter. In addition, the appeal letter must state what steps have been taken to correct the situation. The student should submit the appeal letter to the Education Department or a Program Chair. While the appeal is being considered by the Appeals Committee, the student should continue to attend classes. During the time the appeal is being considered and the student continues to attend class, the student will continue to incur tuition charges. If the financial aid appeal is denied, the student may continue to attend classes on a cash pay basis until the next SAP evaluation point. At the next evaluation point the student must meet or exceed the SAP benchmark to be making satisfactory academic progress. If the student is making SAP, financial aid eligibility is reestablished. If a student does not make SAP, the student is dismissed from the College.

Appealing Academic Dismissal

A student that has been dismissed for not making satisfactory academic progress may appeal the dismissal. To appeal the student must write a letter to the Appeals Committee stating what the circumstances were that lead to poor academic performance. Acceptable circumstances are generally outside of the student’s control and are unavoidable. Examples include: Death of a family member, an illness or injury suffered by the student, documented medical condition or serious illness, Documented learning disability, Domestic violence, Involuntary call to active military duty, Documented change in conditions or employment or Special circumstances of an unusual nature which are not likely to recur. Documentation to support the appeal must be submitted with the appeal letter. The student should submit the appeal letter to the Education Department or a Program Chair. While the appeal is being considered by the Appeals Committee, the student should continue to attend classes. The Education Department will notify the student regarding the outcome of the appeal.

A student who is academically dismissed and does not appeal the dismissal within five (5) calendar days will be involuntarily withdrawn from the College. When academically dismissed, a student who wishes to return to the College must appeal the academic dismissal according to the requirements above. If the appeal is approved by the Appeals Committee, the student will be readmitted to the College. The Education Department will inform the student of the appeal approval and will direct the student in the readmission process.

Changing Programs

If a student changes programs, only those courses that apply toward the new program will be counted in calculating the number of credits attempted and in calculating GPA.

Additional Program/Credentials

If a graduate of the College enrolls in a new program or if a student in good SAP standing transfers programs, only those courses that apply toward the new program will be counted in calculating the number of quality points in the CGPA and the credits attempted in calculating the Rate of Progress.

Academic Advising and Student Responsibilities

Students not making satisfactory academic progress must meet with the Education Department or a Program Chair for academic advising within seven (7) days of the SAP notification. Further, weekly meetings must occur with the students and academic department during the SAP period. Academic advising includes analyzing the circumstances that lead to poor academic performance and creating an academic improvement plan to address the circumstances. The academic improvement plan becomes part of a student's academic file. Students with an academic improvement plan must meet weekly with the Education Department or their Program Chair to determine progress toward completing the plan.

Satisfactory Academic Progress and Course Withdrawals, Failure, and Incompletes

When a student withdraws from a course, the course is assigned a "W" grade. This grade has no grade points and therefore does not impact a student's cumulative grade point average. A course withdrawal, however, negatively impacts the rate of progress by increasing the number of credit hours attempted.

A failing grade negatively impacts a student's cumulative grade point average and rate of progress.

Students who are granted an Incomplete will receive a grade of "I" followed by a "/" and the grade earned thus far in the course (e.g., "I/D"). Students must submit all missing course requirements to the instructor within two (2) weeks after the end of the module/term. Students officially enrolled in an externship may petition for up to five (5) weeks to complete the externship with the permission of the Education Department. If the missing requirements are not completed, the student will be issued the grade indicated on the Incomplete Petition. Regardless of whether the course work is completed, the Incomplete will be changed to a letter grade. At the time the Incomplete grade is changed to a letter grade, SAP will be reviewed to ensure the student is meeting the prescribed qualitative and quantitative measurement. If a student would challenge an academic grade, the student would need to review the "Change of Grade" section of the catalog. Students enrolled in SS101 Student Success Strategies, SS102 Professional Development Strategies may not petition for an "I" grade. Students in these courses will receive a grade at the end of the course.

Noncredit Remedial Courses / Summer Term

The College does not offer noncredit remedial courses. The College does not have any type of summer term.

Textbooks

The estimated cost of textbooks is listed in the enrollment agreement. Textbooks will be provided to students on or before the first day of a course. Textbooks are provided for student use during the program. Students may purchase additional textbooks from the College at any time, however, will need to pay the current costs of the textbook.

Transcripts

Madison Media Institute will provide a transcript of the student's academic record upon written request by the student. An official copy will be mailed to the appropriate person and/or institution. An unofficial copy could be provided directly to a student upon graduation, provided the student is not past due on financial obligations to the institution. If the student is past due on their institutional loan. A letter of completion can be sent to an employer. No documentation will be released to another educational institution unless the student is current on a secured payment plan for their institutional loan. A student will not receive a diploma or official transcript if they are in default with any federal loan or if the student is placed with an outside collection agency for their institutional loan. The College archives academic transcripts indefinitely.

Transfer from Media Institute to Another AHED System School

Only students making satisfactory academic progress may transfer from Madison Media Institute to another American Higher Education Development (AHED) school. Because the program requirements may differ, not all of the course credit may transfer. A student should check with the new campus for more information.

Voluntary Withdrawal

Students may voluntarily withdraw from the College by providing to the Education Department official notification either orally or in writing of their intent to withdraw. The Education Department will determine the last date of attendance based on the date of the official notice. Within five (5) days of receipt of Notice of Withdrawal, the College will acknowledge to the student in writing the receipt of the Notice of Withdrawal with the effective withdrawal date.

Re-admission to the College following voluntary withdrawal will be at the discretion of the College. See the Re-entry section.

Student Services

Career Services

The Campus President, Education Department (via Externship), and Career Services work closely together to develop a network of employers which will utilize current students and graduates program outcomes.

The Career Services Department aids student and graduate placement by educating the local community of program outcomes; actively seeking open employment needs through business to business (B2B) marketing (in person and on the telephone), website searches, and through professional networking associations. Once a student/graduate opportunity is found, the Career Services department verifies skills use, gathers information from the employer regarding the position, company culture, and other necessary work success components, and then begins the process of selecting qualified graduates to speak with and matriculate through the interview and hiring processes.

Career Services and the Externship Administrator work hand-in-hand with students during the last months of their program to ensure students are presented with information about gaining and keeping a job. In the later portion of the Externship, students who appear unlikely to be offered a job from their externship are identified, allowing career services to reach out more aggressively and actively prep students for their job search. Career Services assists students throughout their studies with resume preparation and coaches them on effective interview techniques. The office also matches graduates with positions available in the community, arranges interviews, follows up with both employer and graduate regarding the interview and potential hire, and provides ongoing job notices/opportunities.

Prior to a student's graduation, Career Services schedules an Exit Interview to discuss student needs and to verify the student is prepared for their job search. This process may include coaching and/or distributing information and scheduling follow up appointments in the areas of:

1. Resume preparation.
2. Job search techniques, including how to navigate popular websites and how to network in the community.
3. Completing online applications.
4. Mock interviewing / interview tips / interview follow-up.
5. Arranging a plan of contact in order to maintain a working relationships with Career Services after graduation for continued assistance in securing work in his/her field of study.

Finally, the Career Services Department sends out surveys to both graduates and employers to provide additional feedback to the College in order to evaluate and improve on our programs and services.

There is no guarantee of employment or of a minimum starting salary. No one is authorized by the school to make such guarantees.

Library

The Madison Media Institute Library is a traditional and virtual library. The traditional library provides access to physical resources such as books, magazines, and media resources. The library also provides students with a quiet place to study and write papers, perform research, and complete homework assignments. The library computer lab provides access to computer software utilized by students in their classrooms. The virtual library provides access to a wide variety of online full-text research databases, an online computer skills training library, and a growing collection of electronic books. Students may access the virtual library from on or off campus once accounts are set up.

Students and faculty are encouraged to use the library for educational and professional development purposes. All materials in the library, including computers, may be used for conducting research and completing class/homework assignments. Library staff is available to provide assistance during library hours. Reference materials and magazines are for library use only.

Those who abuse the privilege of the library, including improper usage of the Internet, may be denied library privileges.

Library Circulation Policy

Library patrons must possess a current Madison Media Institute ID card to receive library privileges, as it functions as their library card. Patrons are responsible for all materials checked out on their library card and are responsible for

reporting the loss or theft of ID cards. As such, items will not be checked out to students not possessing a current Madison Media Institute ID. Borrowing privileges are suspended once a patron has kept library material(s) two (2) weeks past the due date and remain suspended until the item is returned or replaced. A fee will be assessed for any lost and/or damaged materials. The library coordinator will determine when an item is damaged beyond repair and must be replaced.

In order for students to register for courses, to use placement assistance services, to receive Madison Media Institute transcripts, and to graduate, they must be in good standing with the library, to include returning overdue materials and having any assessed fees paid-in-full.

E-mail Accounts

Madison Media Institute provides students with a student e-mail account. E-mail accounts are to be used for school reasons only.

Policy on Accommodation for Disabled Individuals

Madison Media Institute's policy is to make its programs and services accessible to individuals defined as disabled in Section 504 of the Rehabilitation Act of 1973. The College provides evaluation of individual needs, advisement and appropriate support services when indicated. Students are responsible for identifying their needs to each instructor no later than the first day of a course. If any problems arise, please contact the Disability Services Coordinator or the AHED Chief Compliance Officer at the contact information below.

How Reasonable Accommodations Are Decided Upon

When deciding whether a requested accommodation is reasonable, the appropriate Disability Services Coordinator, Accommodation Services staff and AHED's Compliance Officer will rely upon the following elements:

1. The appropriate documentation of the disability by a qualified professional and any recommendations made by the diagnosing professional;
2. A student's request for a given accommodation;
3. Barriers that might result from the documented disability in the campus environment;
4. Accommodations that might remove such barriers;
5. Whether a student may obtain access to the course, program, service, activity or facility without a given accommodation (that is, whether the student is otherwise qualified for participation in the course or program);
6. The relative cost and burden of providing the accommodation given the size and resources of the school;
7. Whether or not essential elements of the course, program, service, activity or facility are compromised by the requested accommodation; and
8. Whether if, even after the accommodation is given, a student can perform the essential functions of the educational program.

Academic adjustments are based upon an individualized assessment of the student's needs. Ideally, initial accommodation requests should be made prior to the start of class so that the student has the necessary resources in place prior to attending class. All requests should be made in writing to the campus Disability Services Coordinator, who will coordinate the school's effort to provide assistance to students with diagnosed disabilities that substantially limit a major life activity.

Once the student has provided appropriate documentation from a professional qualified to diagnose his or her disability, submitted a written request for an accommodation to the Disability Services Coordinator, and met with the Disability Services Coordinator or Accommodation Services staff to discuss the accommodation services request, the Disability Services Coordinator will then invite faculty for courses in which the student is registered to review the accommodation services requested. Ultimately, AHED's Compliance Officer, after consulting with the campus Disability Services Coordinator, is responsible for determining whether a given request may interfere substantively with the requirements of a course. If he so determines, the student will be informed in writing within 14 days of the original request for accommodations and invited to appeal any negative decision on accommodations resulting therefrom. The student denied accommodations has the option to write a letter appealing the decision, including providing additional relevant information, to AHED's Compliance Officer within 14 days of the denial of services. AHED's Compliance Officer will respond in writing to the appeal within 14 days.

ADA and Section 504 of the Rehabilitation Act Grievance Procedure

As stated in the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, qualified students with disabilities have the right to request accommodations and to receive fair treatment within the educational system. AHED is dedicated to resolving conflicts and disagreements regarding requests for reasonable accommodations. Please note all other complaints not based on request for accommodations or academic adjustments due to a disability are processed pursuant to the College's general Grievance and Appeals policy set forth in the College Catalog & Student Handbook.

If you feel that you have been subjected to unfair or improper treatment with respect to a request for a reasonable accommodation due to a disability or have been discriminated against due to a disability you may contact your campus Disability Services Coordinator. The process and timeline for filing a grievance are as follows:

1. Students shall express their concern initially with the appropriate faculty/staff member involved in the conflict in an informal manner. The campus Disability Services Coordinator should be contacted at the same time by the student to clarify rights and procedures for both parties.

The campus Disability Services Coordinator will keep detailed notes as to the date each step of the accommodations or discrimination grievance process has occurred in order to ensure that the student's request has been fairly addressed. The grievance process will be fully documented including notes recorded of pertinent discussions.

The campus Disability Services Coordinator will further retain all requests for accommodation and complaints of discrimination, supporting documentation, including the date(s) of the request(s) for academic adjustments or services, the nature of each request, the final determinations and the reason(s) for any denials in the student's file.

2. If the complaint is unresolved after the informal discussion, the student may file a formal, written statement of the problem with the campus Disability Services Coordinator's Office. The written complaint to the campus Disability Services Coordinator must clearly state the basis for the complaint (*i.e.*, the who, what, where, when, and why), and must:

- Clearly state the nature and basis of the grievance;
- Be signed and dated;
- Provide the name(s) of the person(s) alleged to have engaged in unfair or improper treatment due to a disability;
- Document specifics of the incident(s) in question; and
- Identify any known witness(es) who have knowledge of the allegations.

Note: In cases of alleged illegal discrimination based on race, sex, or handicap, the campus Disability Services Coordinator will contact AHED's Compliance Officer prior to advising the student about course of action.

3. The campus Disability Services Coordinator, in consultation with AHED's Compliance Officer, will conduct an investigation. AHED's Compliance Officer will respond in writing to the student within 14 days of the filing date of the complaint. As appropriate, AHED may designate different persons to review cases or may consolidate complaints when such action is consistent with administrative efficiency and a fair resolution of the problem. Written notification will be provided to the student in such a case.

4. If the student feels that the decision is arbitrary and capricious, or if they have new evidence to present, the student may appeal in writing to AHED's Compliance Officer within 14 days of the decision. If no appeal is made in writing to AHED's Compliance Officer within 14 days of the decision, then the decision shall be final. Upon appeal to AHED's Compliance Officer, the following must be done:

- A copy of the appeal must be submitted to the campus Disability Services Coordinator and to AHED's Compliance Officer; and
- Upon appropriate review, the appellate determination must be communicated in writing to all parties involved within 14 days of the date of the appeal.

5. At any state of the grievance procedure, if it was determined that law and/or college policy was violated, a remedy to the problem will be offered. If it was determined that there was no violation, the complainant will be notified within 14 days and other options for possible resolution of the complaint will be explained, including the right of the student to contact the United States Department of Education, Office of Civil Rights, 500 W. Madison Street, Suite 1475, Chicago, Illinois 60601. The office can also be reached at 312-730-1560 or at ocr.chicago@ed.gov.

The Disability Services Coordinator for each AHED campus is:

Location	Disability Services Coordinator	Contact Number	E-Mail Address
East West College of Natural Medicine	Campus President 3808 N. Tamiami Trail Sarasota, FL 34234	941-355-9080	rbattiata@EWCollege.org
Stautzenberger College – Maumee	Librarian 1796 Indian Wood Circle Maumee, OH 43537	419-866-0261	Lori.VanLiere@sctoday.edu
Stautzenberger College – Brecksville	Academic Dean 8001 Katherine Blvd Brecksville, OH 44141	440-838-1999	slalexander@stautzenberger.com
Madison Media Institute	Campus President / Academic Dean 2702 Agriculture Drive Madison, WI 53718	608-663-2000	mbailey@mediainstitute.edu
Rockford Career College	Dean of Students 1130 S. Alpine Rd #100 Rockford, IL 61108	815-965-8616	dharriott@rockfordcareercollege.edu

AHED's Compliance Officer is Jeffrey Bodimer. His contact information is as follows:

Jeffrey Bodimer
Chief Operations/Compliance Officer
American Higher Education Development Corporation
116 Village Blvd, Suite 200
Princeton, NJ 08540
jbodimer@ahed.com

Student Advising

Students may experience educational, personal, or financial problems during their enrollment. The Institution welcomes the opportunity to assist students in working out solutions to these problems. Students experiencing difficulties in these areas are advised to contact the Education Department. Students requiring other types of professional assistance beyond that offered by the Institution will be referred to the Student Services Office.

Student Services

Madison Media Institute is committed to the academic and personal support of all of our students. Madison Media Institute Student Services department can assist students with finding resources for ride sharing, housing referrals, and child care services. Students who wish to seek out any type of personal assistance should visit the Student Services Office immediately to learn of any resource the College has available.

Student Services Coaching

Student Services Coaching is available for students who need additional assistance in their studies. Upon the request of the student, faculty members are available for help. Students who need assistance should contact their instructor or Education Department.

Student Tutoring

A free tutoring service is provided for all Madison Media Institute students. Students should see the Student Services Office to sign up.

Student Conduct

Students are expected to observe the following policies and those described in this Catalog and Student Handbook:

1. Accept assigned duties and responsibilities.
2. Demonstrate initiative and productivity.
3. Demonstrate sensitivity, compassion and a caring attitude towards peers, patients, and clients.
4. Maintain professional grooming and personal hygiene at all times.
5. Demonstrate a cooperative, supportive team attitude toward peers, instructors and directors.

Students will be held accountable for, or should report, the following violations while on the College or externship property:

1. All forms of dishonesty, including cheating, plagiarism, forgery and intent to defraud through falsification, alteration, or misuse of College documents.
2. Theft or destruction of College or the private property of individuals associated with the College.
3. The possession or sale of firearms or other weapons, explosives, or dangerous chemicals.
4. Any type of harassment, horseplay, threats, verbal abuse, or violence of any kind as they will not be tolerated and may be reported to local authorities.
5. The use of profanity, insubordination, dishonesty and violation of safety rules.
6. Possession or being under the influence of illegal drugs or alcohol while on the campus and/or surrounding structures.
7. Smoking on campus. Smoking is permitted in the designated areas outside by each of our buildings.
8. Failure to comply with the Campus Dress Code.
9. Food or drink in the classrooms.
10. Inappropriate use of pagers, cell phones, or other electronic devices. All electronic devices must be in the “off” position while in the classroom.
11. Failure to comply with all emergency evacuation procedures, disregarding safety practices, tampering with fire protection equipment, or violation of any other safety rules or regulations.
12. Externship/Clinical students only: Electronic devices are not allowed for students in clinical facility areas. Students should communicate with faculty as needed in these areas.

Students using sponsored Madison Media Institute social media sites, such as pages in Facebook and Instagram, are expected to conduct themselves in a manner that complies with the terms of the student code of conduct. The code of conduct also applies to those students who identify themselves with Madison Media Institute and/or use their Madison Media Institute email address in social media platforms such as professional blogs, LinkedIn, Facebook, etc.

While Madison Media Institute does not typically provide editorial review of the content of social media sites used by its students, Madison Media Institute does reserve the right to ask students to take down content that is deemed in violation of the student code of conduct, from third party complaints, applicable law or regulation, or computer and network management concerns.

Violation of the rules of conduct present in the Catalog and Student Handbook may lead to dismissal from the College. All disciplinary matters will come before the Administration, which will review the complaint, interview the person(s) involved and make a determination of the action. Results may include: dismissal of the charge, dismissal of the student, probation, or suspension for a specified period of time. The finding will become part of the student’s permanent file, possibly affecting a recommendation from Madison Media Institute to future employers. Madison Media Institute reserves the right to dismiss any student for whom it feels continuation would be a detriment to the student, fellow students and/ or the College.

Illegal Drugs and Alcohol

Madison Media Institute has standards that prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students, faculty and staff on campus property or as part of campus activities.

The unlawful possession or distribution of illicit drugs and alcohol is a violation of state and federal law.

For those who want to obtain direct assistance, there are several sources within the local community. Students can request a list of these sources from the Student Services Office.

Weapons

For the safety of everyone, all types of weapons are prohibited on campus. This includes, but is not restricted to, firearms, illegal knives, ammunition, explosives, gas or spring-loaded guns, crossbows, bows and arrows, spring-type guns, slingshots, firecrackers, fireworks and cherry bombs. Anyone possessing or using any of these weapons can and will be subject to disciplinary action or arrest.

Campus Dress Code

All casual clothing is not suitable for school. Therefore, such clothing is not suitable for Madison Media Institute. These guidelines will help a student determine what is appropriate to wear to Madison Media Institute and ultimately to the workplace. Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests may not be appropriate for a professional appearance at work. Clothing that reveals too much cleavage, back, chest, feet, stomach or underwear is not appropriate for a place of business, even in a business casual setting. Even in a business casual work environment, clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable. All seams must be finished. Any clothing that has words, terms, or pictures that may be offensive to other students/employees is unacceptable. Failure to comply with the Madison Media Institute dress code will result in a warning from the instructor for the first lapse. A student will not be allowed in class for any subsequent incidents.

Grievance and Appeals Policy

This policy applies to all grievances and appeals which are not based on request for accommodations or academic adjustments due to a disability which are processed pursuant to the ADA and Section 501 of the Rehabilitation Act. Grievance Procedure set forth in the Accommodations Services Handbook. Occasionally, a problem may arise between a student and another party, or with some aspect of the College. Students are encouraged to verbally communicate their concerns to the appropriate person. The following are the steps the student should take to resolve concerns:

Step 1: Communicate with the appropriate instructor or staff member.

Step 2: Communicate with the Campus President. A “Complaint Form” can be obtained from the Campus President or the Education Department.

Step 3: The Campus President will meet with the student to discuss the issue. The Campus President may also meet with the other party(ies) to attempt to resolve the issue.

Step 4: Unresolved concerns may be appealed within fourteen (14) days to the Grievance Committee in writing. The Grievance Committee may be comprised of the following people, but is not limited to, the Campus President, instructor and/or Program Chair.

The following steps must be followed:

- a. All parties involved must complete a “Complaint Form”.
- b. All documentation must be received prior to the meeting.
- c. All persons involved with the incident/complaint will be in attendance.
- d. Testimony will be presented by the student and all other parties involved and will be recorded in the official minutes.
- e. After all testimony is presented, the student and other parties will be excused.
- f. The Grievance Committee has the responsibility for reaching a decision within fourteen (14) days that is in balance with the best interests of both the student and the College.

Step 5:

Other interested individuals or agencies with a concern or grievance should contact the State of Wisconsin Educational Approval Board. A student or any member of the public may file a complaint or appeal about this institution with the Wisconsin Educational Approval Board, 431 Charmany Drive, Suite 102, Madison, WI 53719.

Step 6: If a student does not feel that the College has adequately addressed a complaint or concern, the student may consider contacting the College’s accrediting agency.

All complaints must be in written form, with permission from the complainant(s) for the Council to forward a copy of the complaint to the College for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Council. Please direct all inquiries to:

*Accrediting Council for Independent Colleges and Schools
750 First Street N.E., Suite 980
Washington, D.C. 20002-4242*

Other interested individuals or agencies with a concern or grievance should contact Madison Media Institute administration. This information will then be forwarded to the appropriate department for review and possible resolution.

Student Sexual Harassment Policy

Title IX of the Education Amendment of 1972 prohibits discrimination on the basis of sex including, but not limited to sexual harassment, in any federally funded education institution.

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. It can have the effect of unreasonably interfering with a person’s or a group’s educational or work performance or can create an intimidating, hostile, or abusive educational or work environment. Examples of sexual

harassment include but are not limited to unwelcome sexual advances, requests for sexual favors and lewd, vulgar or obscene remarks, jokes, posters or cartoons, and any unwelcome touching, pinching or other physical contact.

Madison Media Institute is strongly opposed to sexual harassment and is committed to providing a working and educational environment for all faculty, staff, and students that is free from sexual harassment. Sexual harassment is prohibited by state and federal laws including Title IX.

The Campus President serves as one of the Title IX Coordinators. If students feel that they have experienced sexual harassment, students must report any violations to the Campus President immediately. If the potential sexual harassment incident involves the Campus President, directly or indirectly, the student should report the violation to the Campus President or the Chief Compliance Officer. The College takes all reports seriously and will provide a prompt and equitable response to all reports of sexual harassment in accordance with the College's Student Sexual Harassment Policy. A prompt and equitable response may include an early resolution of the issue, a formal investigation, and/or targeted training or educational programs. If an investigation is warranted, the College shall maintain confidentiality for all parties to the extent permitted by law. However, complainants should be aware that in a formal investigation due process requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment. Nonparty witnesses who participate in sexual harassment investigations shall not share with involved parties, other witnesses, or any others, information revealed to them during the investigation. Students, staff and faculty are protected by law from retaliation for reporting alleged unlawful harassment or discrimination or for otherwise participating in processes connected with an investigation, proceeding or hearing conducted by the College or a government agency with respect to such complaints.

Students, staff and faculty are protected by law from retaliation for reporting alleged unlawful harassment or discrimination or for otherwise participating in processes connected with an investigation, proceeding or hearing conducted by the College or a government agency with respect to such complaints.

The College recognizes that sexual harassment frequently involves interactions between persons that are not witnessed by others or cannot be substantiated by additional evidence. Lack of corroborating evidence or "proof" should not discourage individuals from reporting sexual harassment. However, making false charges of sexual harassment is a serious offense. If a report is found to have been intentionally false or made maliciously without regard for truth, the claimant may be subject to disciplinary action. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by an investigation.

The U.S. Department of Education Office for Civil Rights ("OCR") investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at: <http://www.hhs.gov/ocr/>.

Madison Media Institute Student Sexual Harassment Policy

Introduction

Madison Media Institute (the “College”) is committed to providing a working and educational environment for all faculty, staff, and students that is free from sexual harassment. Every member of the College community should be aware that the College is strongly opposed to sexual harassment, and that such behavior is prohibited by state and federal laws including Title IX of the Education Amendments of 1972.

As part of the College’s commitment to providing a harassment- free working and learning environment, this policy shall be disseminated widely to the College community through publications, the College website, new employee orientations, student orientations, and other appropriate channels of communication. The College provides training to key staff members to enable the College to handle any allegations of sexual harassment promptly and effectively. The College will respond quickly to all reports of sexual harassment, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

Definitions

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, and it can have the effect of unreasonably interfering with a person’s or a group’s educational or work performance or can create an intimidating, hostile, or abusive educational or work environment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and lewd, vulgar or obscene remarks, jokes, posters or cartoons, and any unwelcome touching, pinching or other physical contact.

All acts of sexual violence are considered forms of sexual harassment under Title IX. Sexual violence is a sexual act perpetrated against a person’s will or where a person is incapable of giving consent, whether because of an intellectual disability or due to drug or alcohol consumption. Sexual violence includes rape, sexual assault, sexual battery, and sexual coercion.

Sexual harassment can take many forms, and the determination of what constitutes sexual harassment will vary according to the particular circumstances. Sexual harassment may involve behavior by a person of either gender against a person of the same or opposite gender. Sexual harassment may include incidents between any members of the College community, including faculty, staff, students, and non-employees participants in the College community, such as vendors, contractors, and visitors.

Retaliation Prohibited

Employees and students are protected by law from retaliation for reporting alleged unlawful harassment or discrimination or for otherwise participating in processes connected with an investigation, proceeding or hearing conducted by the College or a government agency with respect to such complaints. The College will take disciplinary action up to and including the immediate termination or expulsion of any employee or student who retaliates against another employee or student for engaging in any of these protected activities.

Complaint Procedure

Any member of the College community may report conduct that may constitute sexual harassment under this policy. In addition, managers and other designated employees are responsible for taking whatever action is necessary to prevent sexual harassment, to correct it when it occurs, and to report it promptly to the Title IX Coordinator (Sexual Harassment Officer).

Any individual may file a complaint or grievance alleging sexual harassment by contacting the College’s Title IX Coordinator:

Campus	Title IX Coordinator	Phone	Address
Madison	Campus President	608-663-2000	2702 Agriculture Drive, Madison, WI 53718

Response to Sexual Harassment Allegations

The College takes all reports seriously and will provide a prompt and equitable response to all reports of sexual any student with a sexual harassment complaint should contact the campus Title IX Coordinator immediately. A prompt and equitable response may include an early resolution of the issue, a formal investigation, and/or targeted training or educational programs. If an investigation is warranted, the College shall maintain confidentiality for all parties to the extent permitted by law. However, complainants should be aware that in a formal investigation due process requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment.

Nonparty witnesses who participate in sexual harassment investigations shall not share with involved parties, other witnesses, or any others, information revealed to them during the investigation.

False Reports

The College recognizes that sexual harassment frequently involves interactions between persons that are not witnessed by others or cannot be substantiated by additional evidence. Lack of corroborating evidence or “proof” should not discourage individuals from reporting sexual harassment under this policy. However, making false charges of sexual harassment is a serious offense. If a report is found to have been intentionally false or made maliciously without regard for truth, the claimant may be subject to disciplinary action. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by an investigation.

Additional Information

The U.S. Department of Education Office for Civil Rights (“OCR”) investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at: <http://www.hhs.gov/ocr/>.

General Information

Administrative Hours of Operation

Madison Media Institute administrative office hours are 8:00 a.m. to 8:00 p.m. Monday through Thursday and 8:00 a.m. to 5:00 p.m. on Friday.

Articulation Agreements

Madison Media Institute has not entered into any articulation or transfer agreements with any other college or university.

Campus Visitors

Parents, spouses, prospective employers/students, etc. are cordially invited to visit the campus at any time with appropriate notice to the College. All visitors must check in at the front desk. To ensure classroom instruction is not disrupted, special arrangements may be made for groups.

Children on Campus

Students may not bring children with them to Madison Media Institute. It is disruptive to others and it may be hazardous for the children. Madison Media Institute is not equipped to serve children and cannot assume responsibility for them. As a matter of policy, therefore, Madison Media Institute does not permit students to bring children to the school.

FERPA

Based on the Family Education Rights and Privacy Act (FERPA), Madison Media Institute students (if under 18 years of age, their parents) may request to inspect their academic records by submitting a written request to the Education Department. Madison Media Institute will make records available for review within 45 days of receipt of the request. Students may then request amendment of their academic records by notifying the Education Department in writing. After evaluations of these requests, students will be notified in writing of the outcome.

In compliance with FERPA, Madison Media Institute will release “directory information” on all students. Directory information includes student names, student statuses, professional certifications, Madison Media Institute High School Scholarship awards, academic award and commencement information. Students may consent to release additional personally identifiable information in their academic records and/or decline release of directory information by completing the form titled Authorization to Release Information.

Madison Media Institute will honor requests by students to withhold certain information from parties requesting it, except where governed by law and/or regulation.

Under FERPA, Madison Media Institute may release student information without student consent to school officials. This includes Madison Media Institute officials and those officials of other institutions who have a legitimate educational interest and need the information in order to fulfill their professional responsibilities. The College is also authorized to release student information to various federal and state agencies, accreditation agencies and to appropriate parties when so ordered by a federal or state court. Additionally, in the event of an emergency, Madison Media Institute will release student information to protect the health and safety of students, staff and faculty.

Madison Media Institute’s responses to student requests for academic record amendments may be appealed in accordance with the College’s Grievances and Appeals Policy. After exhausting all appeals, students who have a grievance regarding the release of their personally identifiable information may file a complaint with the U.S. Department of Education, Family Policy Compliance Office, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

Messages for Students

Madison Media Institute is neither staffed nor organized to deliver personal messages to students. Nonetheless, the College realizes the importance of delivering messages regarding medical or police emergencies. To assist students, Madison Media Institute will take and deliver messages to students while they are in class, during normal office hours, 8:00 a.m. to 8:00 p.m., Monday through Thursday, and 8:00 a.m. to 5:00 p.m. on Friday under the following provisions only: a) the call is a bona fide medical emergency (including calls from child care providers) and/or b) the call is a bona fide police emergency (from an official police agency). The caller will be required to disclose fully the nature of the call.

Non-Discrimination Policy

Madison Media Institute is an equal opportunity institution providing an educational and working environment free from discrimination for students and employees. The College does not discriminate on the basis of race, color, national origin, sex, gender, sexual orientation, religion, disability, or age in its programs and activities. Contact the President of the College with any inquiries and complaints regarding the Non-Discrimination Policy, generally, and the Campus Disability Services Coordinator or AHED Compliance office with any inquiries and complaints relating to discrimination based on disability.

Photo Release

Madison Media Institute students give to the College absolute rights and permission to use photographic portraits, pictures or videos of them in character form for advertising or any other lawful purpose.

Placement Release

Monthly, the Career Services Department announces to all campus staff the graduates by name and program who have secured career positions in their field of study. The message is sent via email in a celebratory fashion allowing all campus staff the opportunity to celebrate the career success of graduates. A graduate of Madison Media Institute may choose to “opt out” of such announcements by providing a request in writing to the Director of Career Services at the time of or prior to securing employment.

Program Disclosures

To obtain more information about any program regarding Classification of Instructional Programs (CIP) numbers, related occupation information, median debt information, completion rates, and placement rates, please visit <http://www.mediainstitute.edu>.

Report a Criminal Offense

As mentioned above under “Reporting Criminal Actions” the best method of reporting a non-emergency criminal action is to fill out an “Incident Report” which can be obtained from the Campus President or Executive Assistant. A student who wishes may also speak with the College President if further concerns exist. For emergency criminal actions or life threatening situations, call 911.

Security on Campus

As mentioned above, the students, faculty, staff and community members themselves are responsible for measures to ensure personal safety and to protect property on Madison Media Institute Campuses. The College does not have law enforcement or security personnel located on the facilities.

To inform students and employees about campus security procedures, various measures are taken. The catalog, which is updated on an annual basis, is the main source of information pertaining to college policies in regards to campus security.

Madison Media Institute is also required to include in their annual campus security reports where information on registered sex offenders may be obtained.

Security Report

In compliance with federal regulations, Madison Media Institute is required to disclose crime statistics for the previous three (3) calendar years as part of a campus security report to be published annually by each institution. This report

details statistics regarding campus security issues and is distributed to all faculty, staff and students as a “Campus Security Report”. The report includes information regarding on and off campus offenses, drug awareness and sexual assault programs.

The occurrence of the following crimes must be reported:

- Murder and non-negligent
- Manslaughter
- Negligent manslaughter
- Forcible sex offenses
- Violence Against Women Act
- Non-forcible sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson

In addition, Madison Media Institute is required to report on liquor law violations, drug law violations and illegal weapons possession. Campus crime statistics must be reported by location: on campus and public property (streets, sidewalks, lots adjacent to campus).

The Madison Media Institute Annual Campus Security Report

Madison Media Institute is committed to promoting a safe and secure environment for all campus members and visitors. Madison Media Institute has developed policies and procedures designed to ensure that every possible precaution is taken to protect persons on campus from harm or theft.

On the Madison Media Institute campuses, the students, faculty, staff, and community members themselves are responsible for measures to ensure personal safety and to protect property. The cooperation and involvement of students and employees in a campus safety program are absolutely necessary.

Crime statistics for the previous three (3) calendar years are available. A daily log, which records all crimes reported to the campus, is maintained by the Campus President and open to public inspection during normal business hours. Limited information may be withheld to protect victim confidentiality. Madison Media Institute is also required to provide timely warning/notices of crimes that pose an on-going threat to students and employees.

The annual report is made available to all current students upon enrollment and employees upon hire. Prospective students and employees are to be notified of its existence and afforded an opportunity to request a copy. Paper copies are available upon request through the Campus President.

Student Housing

Madison Media Institute has no responsibility to find or assist students in finding housing. The Student Services Department will be able to provide resources to students upon request.

Academic Programs

All courses listed in this section include out-of-class activities including but not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student should anticipate two (2) hours of out-of-class activities for every one (1) hour of lecture.

Course Codes

The five (5) or six (6) character course number assigned to each course provides substantial information. The first two (2) or three (3) characters are letters that indicate the area of study. They are as follows:

Area of Study		
GEN: General Studies	GM: Game	MA/ML: Medical Assistant
MB: Music Business	MBC: Medical Office Billing/Coding	RLS: Recording/Live Sound
SS: Student Success	VP: Video Production	

Undergraduate Programs

The three (3) numeric digits indicate the level of the course. Course numbers that are 100-level are generally taken earlier in a program. Course numbers that are 200-level are generally taken later in a program

Credit Hours

Coursework at Madison Media Institute is measured in quarter credit hours.

Quarter Credit Hours

One (1) Quarter credit hour equals ten (10) contact hours of lecture, twenty (20) hours of laboratory, or thirty (30) hours of externship.

Contact Hours

One (1) contact hour is fifty (50) minutes.

Program Modification

The College reserves the right to modify the course content, structure, and schedule without additional charges to the student and within regulatory guidelines. The College reserves the right to amend the Catalog and Student Handbook as required.

Programs of Study

Associate of Applied Science in Media Business

Delivery Method: **Online**

Length: **7 Months**

The Associate degree in Media Business is designed to provide an opportunity for students who have completed any of the media arts diploma programs to develop fundamental knowledge and skills in media business and marketing while earning an associate's degree. The business acumen of the associate degree is designed to complement the technical skills developed in a media diploma program, and enhancing the talents required for a career in media and/or media-related business. The degree is intended to prepare students to work for an existing company or give consideration to developing a brand new venture. The degree also provides essential course work necessary for pursuing additional levels of post-secondary education. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal to about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a media and/or media business-related field(s).

Program Outcomes:

Upon completion of this program, students should be able to:

1. Analyze the role of marketing in a media business environment and apply core marketing principles to the development of business strategy and decision-making processes;
2. Develop an understanding for the role of budgeting and administration in a media business professional context;
3. Demonstrate an understanding of the processes, skills and tools to successfully manage media-related project requirements;
4. Evaluate various business models and determine the appropriate requirements to fit various media business ventures;
5. Differentiate between and produce professional techniques, skills, and tools necessary for oral and written presentations within a business environment;
6. Survey and consider various economic principles and articulate the impact that those economic principles have on the decision-making process within a professional media business environment.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
	Transferred core credits	0	50
MB205	Marketing Essentials	50	4.0
MB210	Business Models for Media	50	4.0
MB215	Budgeting and Administration for Media Business	50	4.0
MB220	Media Business Project Management	50	4.0
MB225	Economics of Public Issues	50	4.0
	Total	250	70.0
General Education Requirements			
GEN201	College Math	50	4.5
GEN204	Intro to Psychology	50	4.5
GEN212	History of American Government	50	4.5
GEN215	Oral and Written Communication	50	4.5
GEN229	Life Science	50	4.5
	Total	250	22.5
	Grand Total	500	92.5

Diploma in Medical Assistant

Delivery Method: **On-Ground**

Length: **10 Months**

This diploma in Medical Assistant is designed to provide students with the opportunity to gain knowledge and skills required for entry level positions in the medical assistant profession. The diploma program includes training in office administration procedures and technology required in medical offices. The certificate program includes a 170-hour externship with 160 hours in a local clinic, hospital, or physician's office to provide students with practical and real-life experience working in a medical office environment and practicing professional procedures as required. 10 hours are expected on campus as scheduled and directed to complete the externship requirements. Successful completion of this program will require students to attend class sessions and to complete all in-class and out-of-class assignments. Such assignments may include reading, projects, papers, and various learning activities. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a Medical Assistant related field.

Program Outcomes:

1. Upon successful completion of this program, students should be able to:
2. Demonstrate a required level of professionalism and skill in both written and oral communication and collaborative skills appropriate to a professional work environment;
3. Accurately articulate the legal and ethical standards as well as procedures and regulations appropriate to the medical assisting field;
4. Understand and demonstrate the appropriate skills required in a medical office;
5. Demonstrate the clinical skills, diagnostic procedures and operational functions or medical assisting as defined by state and local regulations and/or licensure requirements;
6. Demonstrate effective administrative tasks and procedures as required in a medical office.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
MA102	Patient Care	50	3.5
MA103	Pharmacology and Pathology	50	4.0
MA104	Specimen Collection and Analysis	50	3.5
MA105	Ethical Decision Making in Healthcare	50	4.0
MA106	MA Technology Fundamentals	50	4.0
MA112	MA Externship	170	6.0
ML101	Medical Terminology and Systems	50	4.0
ML102	Administrative Procedures	50	4.0
ML103	Medical Office Emergencies	50	4.0
ML111	Minor Surgical Procedures	50	3.5
ML112	Medical Law for MA	50	4.0
ML114	Medical Billing Fundamentals	50	4.0
ML115	Cardiac Care	50	3.5
SS101	Student Success Strategies	50	4.0
SS102	Professional Success Strategies	50	4.0
	TOTALS	870	60.0

Diploma in Medical Office Billing and Coding

Delivery Method: **Online**

Length: **10 Months**

The curriculum featured in the Medical Billing and Coding program is designed to provide students with a “hands-on” approach to gaining the skills and knowledge necessary to perform the functions of a medical office biller/coder, while understanding the professional and ethical responsibilities required of the profession. Topics covered in this program include: medical law, CPT, ICD, and HCPCS coding, insurance claim processing, among others. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in Medical Office Billing and Coding related field.

Program Outcomes:

1. Demonstration and knowledge of coding and insurance billing by using current CPT, ICD, and HCPCS code books;
2. Demonstration of ability in diagnostic and procedural coding;
3. Management of proper medical documentation;
4. Developed understanding of information regarding private insurance and managed care systems;
5. Developed understanding of hospital billing practices and processes;
6. Demonstration of effective and appropriate ethical behavior and professionalism befitting the medical biller/coder;
7. Ability in communication and collaborative skills necessary for effective interaction with other members of the medical team;
8. Ability in critical thinking skills;
9. Awareness and support of the Medical Office and Billing/Coding profession.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
MBC101	Procedural Medical Terminology	50	4.0
MBC102	General Anatomy & Physiology	50	4.0
MBC103	Medical Coding - Diagnosis	50	4.0
MBC104	Medical Coding -Procedural	50	4.0
MBC105	Health Care Records – Ethical Practices	50	3.5
MBC106	Regulatory Issues in Health Information	50	4.0
MBC107	Health Care Informatics	50	3.5
MBC108	Medical Insurance Processing and Coding	50	4.0
MBC109	Pathophysiology	50	4.0
MBC110	Pharmacology	50	4.0
MBC111	Claims Analysis	50	4.0
MBC112	Medical Coding – Institutional Billing and Reimbursement	50	4.0
MBC113	Medical Office Externship	120	5.0
SS101	Student Success Strategies	50	4.0
SS102	Professional Success Strategies	50	4.0
	TOTALS	820	60.0

Diploma in Recording and Live Sound

Delivery Method: **On-Ground**

Length: **10 Months**

The Recording and Live Sound program provides students with an opportunity to gain knowledge in the audio profession and to seek entry-level employment as audio specialists in a variety of settings, including music venues: performing arts centers, recording studios, churches, convention centers and production facilities. The program equips students with the tools and techniques used to record, mix, and produce music and live sound in a professional setting. The course work addresses the broad scope of current audio technology and practice, including the use of digital audio workstations, audio production consoles, live sound systems, microphones and plug-ins. In addition to attending and participating in all courses, students will be required to complete out-of-class assignments. These assignments may include reading, learning activities, problem solving, research projects and presentations. Students should expect out-of-class homework that equals at least two (2) hours of work for every one (1) hour of class lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in the audio industry.

Program Outcomes:

Upon completion of this program, students should be able to:

1. Successfully operate digital and analog technology in both recording studio and live environments;
2. Capture, edit, manipulate and deliver audio and associated media such as video;
3. Evaluate audio and associated media from a technical and aesthetic standpoint;
4. Identify audio components, configure audio systems and problem solve;
5. Demonstrate the ability to communicate in a professional manner;
6. Identify common media business issues that arise around contracts, intellectual property rights, permissions, liability, copyright, and fair use.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
GM127	Media Business	50	4.0
RLS103	Audio Engineering Fundamentals	50	4.0
RLS105	Pro Tools Fundamentals	50	4.0
RLS111	Studio Recording	100	6.0
RLS113	Video Production	50	4.0
RLS115	Field Audio and Post Production	50	4.0
RLS117	Live Sound	100	6.0
RLS121	Audio Engineering Applications	50	4.0
RLS123	Pro Tools Applications	50	4.0
RLS125	Audio Software	50	4.0
RLS200	Audio Mixing and Portfolio Development	100	6.0
SS101	Student Success Strategies	50	4.0
SS102	Professional Success Strategies	50	4.0
	Total	800	58.0

Diploma in Video Production & Editing

Delivery Method: **On-Ground**

Length: **10 Months**

The diploma program in Video Production and Editing is designed to provide an opportunity for students to develop knowledge and skills relevant and required in video and film production and professional environments. This diploma program focuses on skills and abilities required in Post Production, Field Production, Live Studio Production, Audio Production, and Motion Graphics. Students learn to use industry-standard software applications as well as a variety of hardware including light kits, high definition cameras and DSLR cameras, microphones and grip gear equipment.

In addition to attending courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a video production and editing or related field(s).

Program Outcomes:

Upon completion of this program, students should be able to:

1. Develop ability in the fundamentals of video and film production techniques, studio production , visual storytelling and editing;
2. Explore and apply the aesthetics and strategies of motion graphics;
3. Study and practice successful editing techniques and tools in post-production;
4. Develop additional career skills that apply to all related tracks in this program;
5. Demonstrate a knowledge of and ability in professional skills derived from the study of how media can influence and how it is currently used in our society, the foundational legal implications of media production and use; and how to successfully navigate this professional field.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
GM150	Media Law	50	4.5
SS101	Student Success Strategies	50	4.0
SS102	Professional Success Strategies	50	4.0
VP101	Digital Image (Still Image)	50	4.0
VP102	Video Editing and Production	50	4.0
VP103	Camera Techniques and Lighting	50	3.0
VP104	Script Writing	50	4.0
VP105	Visual Story Telling	50	3.0
VP106	Sound Production	50	4.0
VP107	Lighting and Grip	50	3.5
VP109	Live Production	50	4.0
VP114	DSLR Production	50	3.5
VP116	Motion Graphics	100	6.0
VP200	Portfolio	100	7.5
	TOTALS	800	59.0

Course Descriptions

GEN201: College Math

4.5 quarter credit hours

Prerequisites: None

This course provides students with an opportunity to not only discover how to solve general mathematical problems, but also how to apply what they've learned to problem solving in everyday situations. College Math covers a range of mathematical topics, including: polynomials, rational expressions, quadratic and linear equations, conic sections, functions, and systems of equations, as well as statistical graphs and data use and analysis. Students will also have the opportunity to explore how critical thinking can be enhanced with knowledge of Mathematics.

GEN204: Introduction to Psychology

4.5 quarter credit hours

Prerequisites: None

This course provides students with an overview of the field of psychology, including the history and science of the field; theories of personality; heritage and cultural influences throughout the life span; consciousness and mental states; perception, memory, learning and intelligence; psychological disorders and treatments; emotion, stress and health.

GEN212: History of American Government

4.5 quarter credit hours

Prerequisites: None

This course introduces students to the American political system from local to state and federal levels of government. It covers the making of laws, the institutions, rights and liberties of federal citizenship, policy formulation, diverse political groups, and key issues. The course covers the historical background of the Declaration of Independence, Articles of Confederation, and the struggles to ratify the Constitution of 1787. The course also covers significant historical events and doctrines. The course emphasizes how government affects us, as well as how we can affect change in government via responsible citizenship.

GEN215: Oral and Written Communication

4.5 quarter credit hours

Prerequisites: None

This course prepares students for oral and written communication in both college and career contexts. Students will have the opportunity to develop oral communication skills by developing a working understanding of the fundamentals of communication, and researching and preparing persuasive and informative speeches and presentations. Foundational skills include understanding the communication process and perceptions, different uses of language, types of nonverbal communication, the importance of listening, and the function of communication in effective teamwork. Written communication will be explored by composing essays and shorter writings with an emphasis on the writing process and using effective rhetorical strategies. Students will examine the importance of understanding audience, purpose, genre, style, and professionally appropriate documentation.

GEN229: Life Science

4.5 quarter credit hours

Prerequisites: None

This course prepares the student with a general knowledge of biological science. The course emphasizes the interdependence of various organisms with each other and the environment, and relates information to current issues including the impact of humans on the world around us

GM127: Media Business

4.0 quarter credit hours

Prerequisites: RLS103 / RLS105

Media Business familiarizes students with the fundamental concepts that govern the world of new media. Media professionals of all kinds face business issues - issues that require attention at every stage of production and delivery. Students in Media Business will learn to identify rights, clearance issues and the correct procedures for obtaining permissions and minimizing risk, along with an evaluation of contracts, copyright liability and other business-related issues.

GM150 Media Law**4.5 quarter credit hours***Prerequisites: VP101 / VP102 / VP103 / VP107*

This class presents the fundamental legal concepts that govern the world of mass media, from copyrights and clearance issues to liability, contracts and defamation. Students will be exposed to the professional vocabulary necessary to discuss the entertainment industry in a legal context.

MA102 Patient Care**3.5 quarter credit hours***Prerequisites: None*

This course introduces the medical assistant's role in patient care. Emphasis is placed on assisting with physical examinations, obtaining vital signs and anthropometric measurements, preparation and maintenance of exam rooms, and assisting in life span specialties. Medical documentation is also introduced.

MA103 Pharmacology and Pathology**4.0 quarter credit hours***Prerequisites: ML101 / MA102*

This course introduces the principles of pharmacology. Emphasis is placed on drug classification and dosage calculation, routes and methods of drug administration, prescription management, and abbreviations used in pharmacology.

MA104 Specimen Collection and Analysis**3.5 quarter credit hours***Prerequisites: ML101 / MA102*

This course introduces the proper handling, collecting, transportation, and testing of various types of specimens. Emphasis is placed on specimen collection and analysis, including equipment and procedures. Hematology, phlebotomy, microbiology, and nutritional concepts as they pertain to organ systems and pertinent tissues are presented.

MA105 Ethical Decision Making in Healthcare**4.0 quarter credit hours***Prerequisites: ML101 / MA102*

This course introduces Allied Health students to a practical framework for ethical decision making in a healthcare environment. This is a scenario-based course and students review various case studies to identify appropriate decision making practices.

MA106 MA Technology Fundamentals**4.0 quarter credit hours***Prerequisites: ML101 / MA102*

This course introduces students to personal computer systems using Microsoft Windows© and its applications, such as desktop features, search capabilities, and file management. The course also introduces students to creating, editing and formatting documents and spreadsheets, word processing, and presentation software.

MA112 MA Externship**6.0 quarter credit hours***Prerequisite: MA102 / MA103 / MA104 / MA105 / MA106 / ML101 / ML102 / ML103 / ML111 / ML112 / ML114 / ML115*

This is an advanced course applying medical assistant skills at a sponsoring medical facility. The course provides 160 hours of supervised work involving medical assistant practical/procedural skills, medical office management skills, and career professionalism. Students will be expected to perform entry-level medical assisting duties, as assigned by the designated supervisor. The course also provides 10 hours at the campus.

MB205: Marketing Essentials**4.0 quarter credit hours***Prerequisites: None*

This course provides a comprehensive overview of marketing fundamentals and the marketing mix. Topics will include marketing strategies and promotion, marketing research, branding, the marketing environment, demographics, targeting, positioning, distribution, retail and how digital marketing integrates into a full marketing effort. Students will incorporate the output of individual assignments to produce a comprehensive marketing plan for their final project.

MB210: Business Models for Media**4.0 quarter credit hours***Prerequisites: None*

This class will focus on differentiating and comparing forms of business ownership with an emphasis on entrepreneurship for media related businesses. Attention will be given to understanding the characteristics, advantages and disadvantages of each form of business ownership and how well they match an entrepreneur's business and personal circumstances. This will be achieved by examining tax considerations, liability exposure, start-up and capital requirement, control, managerial ability, business goals and cost of formation. Consideration will also be given to various media related industries and how the environment of a particular industry might favor certain strategies, financial planning or business models.

MB215: Budgeting and Administration for Media Business**4.0 quarter credit hours***Prerequisites: MB205 / MB210*

This course is designed to introduce students to the budgeting process, including planning, estimating, determining, and controlling budgets. The class will be hands-on, allowing students to develop budgets and use tools and techniques necessary throughout the budgeting process. In addition, students will survey basic purchase orders, agreements, and contracts necessary to implement financial agreements.

MB220: Media Business Project Management**4.0 quarter credit hours***Prerequisites: MB205 / MB210*

This course covers project development and project management, including the skills, tools and knowledge for sourcing and creating new projects, developing plans and strategies to meet project requirements, and the appropriate application of the project management process. Students gain exposure to practical topics such as planning, scope, time management, monitoring and control, budgeting and revenue sources.

MB225 Economics of Public Issues**4.0 quarter credit hours***Prerequisites: MB205 / MB210*

This course provides topics that spark independent thinking and discussions of various economic and social issues that relate to everyday life and impact many aspects of media business. The course will encourage students to apply theoretical discussions to timely, important issues and to gain a deeper understanding of current economic policy concerns and how these concerns may impact a career in media business.

MBC101 Procedural Medical Terminology**4.0 quarter credit hours***Prerequisites: None*

This course provides students with an opportunity to become familiar with medical terminology required to function successfully as a medical biller/coder. This is a foundational study of basic medical terminology and is designed to provide the student with a basic knowledge and understanding of medical language used by health professionals. Students learn how to construct medical terms using Greek and Latin prefixes, suffixes, word roots and combining forms. Emphasis is on word recognition and spelling.

MBC102 General Anatomy & Physiology**4.0 quarter credit hours***Prerequisites: None*

This course is designed to give the students a basic understanding of human anatomy and physiology required for work as a Billing and Coding specialist. In this course, a study of the essential principles of human anatomy and physiology is presented, including basic chemistry, cell, and tissue studies. Systems covered in this course include integumentary, skeletal, muscular, neurological, genitourinary, reproductive, and digestive. The course is designed to help unify anatomy and physiology concepts, stimulate critical thinking, and motivate students to master new vocabulary as they learn about the connectedness of human structure and function.

MBC103 Medical Coding – Diagnosis**4.0 quarter credit hours***Prerequisites: MBC101 / MBC102*

This course is an introduction to ICD -9-CM and ICD-10-CM (International Classification of Diseases 10th Revision Clinical Modification) coding classification systems that classify morbidity and mortality information. In the course students will discover how to code medical diagnoses for medical insurance claims. Emphasis is placed on utilizing anatomy, physiology, and pathology in the selection of proper codes.

MBC104 Medical Coding**4.0 quarter credit hours***Prerequisites: MBC101 / MBC102*

This course is designed to introduce students to the CPT (Current Procedural Terminology) coding and classification systems developed by the American Medical Association. Medical services, procedures and treatment performed for patients are transcribed into CPT numeric codes. Main topics covered in this course include: CPT coding procedures, section guidelines, medicine section, modifier usage, and HCPCS (Health Care Common Procedural Coding System). Emphasis is placed on Evaluation & Management, HCPCS Coding, Radiology, Pathology and Laboratory, and Medicine.

MBC105 Health Care Records – Ethical Practices**3.5 quarter credit hours***Prerequisites: MBC101 / MBC102 / MBC103 / MBC104*

This course is designed to provide students with the basic concepts for correctly dealing with patient health information as currently practiced in health care and medical offices. Emphasis is placed on procedural and strategies knowledge and skills including: privacy, security regulations, fraud and overall industry compliance.

MBC106 Regulatory Issues in Health Information**4.0 quarter credit hours***Prerequisites: MBC101 / MBC102 / MBC103 / MBC104*

Legal and regulatory issues in health care are addressed in this course. Emphasis is placed on delivery of health care services and documentation of care. The rights and responsibilities of providers, employees, payers, and patients in a health care context are explored and addressed. Legal terminology pertaining to civil liability and the judicial and legislative processes are also covered in this course.

MBC107 Health Care Informatics**3.5 quarter credit hours***Prerequisites: MBC101 / MBC102 / MBC103 / MBC104*

This is a review course in health care informatics which include: the use of computers, general and professional communication and information technologies and practices. These skills are combined with operational systems used in problem solving, decision-making, and health care process improvement. Throughout the course the following topics will be explored and applied: data management, requirements and tools in health care delivery, information technology, and the emerging field of health informatics.

MBC108 Medical Insurance Processing and Coding**4.0 quarter credit hours***Prerequisites: MBC101 / MBC102 / MBC103 / MBC104*

This course introduces the student to insurance and billing, and completion of the CMS 1500 claim form. Students will learn key concepts related to specific types of medical insurance, the life cycle of a claim, contract interpretation, clinical records and documentation, and billing processes related to physician billing. Students also learn medical practice accounting and basic office functions related to the insurance and billing in the workplace. Emphasis is placed on verbal and written communication skills as they relate to insurance and billing.

MBC109 Pathophysiology**4.0 quarter credit hours***Prerequisites: MBC101 / MBC102 / MBC103 / MBC104*

This course is a study in the diseases and disorders of the human body. Using a systems approach, students are introduced to a general study of human diseases including causes, categories, terminology, and pharmaceutical applications. Emphasis is placed on signs, symptoms, and treatment of common diseases and disorders.

MBC110 Pharmacology**4.0 quarter credit hours***Prerequisites: MBC101 / MBC102 / MBC103 / MBC104*

This course introduces the principles of pharmacology. Emphasis is placed on drug classification and dosage calculation, routes and methods of drug administration, prescription management, and abbreviations used in pharmacology.

MBC111 Claims Analysis**4.0 quarter credit hours***Prerequisites: MBC101 / MBC102 / MBC103 / MBC104*

This course addresses the completion of the UB-04, identifying and addressing claims errors; occurrence, value, and revenue code usage. Emphasis is placed on compliance and practices and procedures required in claims processes.

MBC112 Medical Coding Institutional Billing and Reimbursement **4.0 quarter credit hours**

Prerequisites: MBC101 / MBC102 / MBC103 / MBC104

This course introduces Medical Billing and Coding students to CMS-1450 (UB04), ICD-9/10-CM for diagnosis, CPT volume III for procedures, medical revenue codes, Diagnostic Related Groups (DRG), major diagnostic categories, charts, institutional forms and the electronic clearinghouse. The course addresses how to locate and sequence diagnostic codes, identify hospital departments that input data for the CMS-1450 (UB04) claim form block data and locate errors on a computer-generated CMS-1450 (UB04) claim form. Topics in this course include: Prospective Payment System (PPS), Uniform Hospital Discharge Data Set (UHDDS), diagnostic related groups (DRGS), late effects, supplementary classifications, and computerized encoding software systems. Appropriate and relevant medical terminology and anatomy and physiology will be addressed.

MBC113 Medical Office Externship **5.0 quarter credit hours**

Prerequisites: MBC101 / MBC102 / MBC103 / MBC104 / MBC105 / MBC106 / MBC107 / MBC108 / MBC109 / MBC110 / MBC111 / MBC112

Students will be required to attend and participate in a 100 hour externship at a medical office environment where medical coding and/or billing transactions will be completed and observed. Competencies required by the industry will be observed and evaluated by the externship supervisor who will report on the performance of the student in the medical office environment. Students also complete 20 hours of online coursework with the instructor.

ML101 Medical Terminology and Systems **4.0 quarter credit hours**

Prerequisites: None

This course provides students with an opportunity to become familiar with medical terminology required to function successfully in a professional medical office.

ML102 Administrative Procedures **4.0 quarter credit hours**

Prerequisites: ML101 / MA102

This course explores the administrative activities of a medical office. Emphasis is placed on the roles of the healthcare team, effective communication skills, and medical record management. Legal, ethical, and cultural aspects of healthcare are also introduced.

ML103 Medical Office Emergencies **4.0 quarter credit hours**

Prerequisites: ML101 / MA102

This course introduces the management of medical office emergencies. Emphasis is placed on wound recognition and basic treatment, patient triage through primary assessment. The medical assistant's role in emergency preparedness and response is emphasized throughout. This course also includes CPR and basic First Aid techniques and methods.

ML111 Minor Surgical Procedures **3.5 quarter credit hours**

Prerequisites: ML101 / MA102

This course introduces minor office surgical techniques and assisting with diagnostic procedures. Emphasis is placed on surgical asepsis, infection control, preparation of the patient for minor surgery, informed consent, assisting with diagnostic procedures, and postoperative care. Rehabilitative modalities are also introduced.

ML112 Medical Law for MA **4.0 quarter credit hours**

Prerequisites: ML101 / MA102

This course introduces students to the fundamental legal policies and procedures surrounding a medical office and specifically as they pertain to the work of medical assistants.

ML114 Medical Billing Fundamentals **4.0 quarter credit hours**

Prerequisites: ML101 / MA102

This course is a study of insurance and billing processes. Emphasis is placed on the major insurance companies, claim submission, reimbursement practices, and the coding systems used in healthcare. Bookkeeping procedures are also discussed.

ML115 Cardiac Care**3.5 quarter credit hours***Prerequisites: ML101 / MA102*

This course introduces the fundamentals of cardiac care for the medical assistant. The main body systems involved in cardiology (Cardiovascular, and Respiratory) will be explored. The class will discuss pulmonary issues including lung volume and capacity, pulmonary diseases, and airway obstructions. Maintaining and operating electrocardiogram and pulmonary equipment, including identifying causes and corrections of artifacts, will be presented.

RLS103: Audio Engineering Fundamentals**4.0 quarter credit hours***Prerequisites: None*

This course introduces the primary concepts, technologies, equipment, and practices used in the production of recorded music and in live sound reinforcement. Topics covered include sound and hearing, acoustics, signal flow and gain structure. The study and use of multi-track recording systems, audio production consoles, microphones, and monitoring systems is emphasized throughout.

RLS105: Pro Tools Fundamentals**4.0 quarter credit hours***Prerequisites: None*

This course aims to familiarize students with the operation of AVID™ Pro Tools for recording, editing and mixing music and audio. Essential features of computer systems, digital audio and audio file management are also covered.

RLS111: Studio Recording**6.0 quarter credit hours***Prerequisites: RLS103 / RLS105*

In this course, students take part in “real life” recording sessions at our studios. Class recording sessions will be picked from a variety of possible scenarios, and may include the recording of a wide variety of instruments/sounds. Students also practice communication skills, studio etiquette, documentation procedures, session management, budgeting and troubleshooting, while gaining additional related music software knowledge.

RLS113: Video Production**4.0 quarter credit hours***Prerequisites: RLS103 / RLS105*

This course is designed to give the student a basic understanding of video/film production processes. A combination of lecture, lab, project and field-work will be employed to cover topics that include camera operation, lighting, and location, audio and video editing.

RLS115 Field Audio and Post Production**4.0 quarter credit hours***Prerequisites: RLS103 / RLS105*

Students in this course will have the opportunity to become familiar with the fundamental techniques and practices of field audio, and audio post production used in the radio, television, film and gaming industries. The course will employ variety of hands-on projects designed to give the student a working foundation in this important audio skill set.

RLS117 Live Sound**6.0 quarter credit hours***Prerequisites: GM127 / RLS103 / RLS105 / RLS111 / RLS113 / RLS115 / RLS121 / RLS123 / RLS125*

This class focuses on the basics of live sound, combining in-class lab and lecture and emphasizing hands-on experience. Topics covered include digital and analog consoles, PA systems, monitor systems, venue acoustics, mic selection, mic placement, signal flow and safety.

RLS121: Audio Engineering Applications**4.0 quarter credit hours***Prerequisites: RLS103 / RLS105*

Audio Engineering Applications builds on concepts acquired in Audio Engineering Fundamentals. Topics include advanced signal flow, microphone selection, signal processors and console operation. Fundamental aspects of the production process such as routing and signal flow in both studio and live event formats, session organization, and headphone/monitor mixes will also be covered. Professional client communication skills will be practiced, including terminology and audio business etiquette.

RLS123: Pro Tools Applications**4.0 quarter credit hours***Prerequisites: RLS103 / RLS105*

This course provides further training in advanced techniques using Pro Tools. Students will learn to use DSP plug-ins and key commands as well as advanced editing and automation techniques. Advanced digital audio production techniques commonly used in the industry will be covered as well.

RLS125: Audio Software**4.0 quarter credit hours***Prerequisites: RLS103 / RLS105*

Audio Software Overview introduces students to an alternate Digital Audio Workstation, with an emphasis placed on virtual instruments, MIDI sequencing, loops, audio recording, sampling, plug-ins, and automated mixing. This course also aims to give the student the basic familiarity with music theory and midi concepts needed by audio professionals.

RLS200: Audio Mixing and Portfolio Development**6.0 quarter credit hours***Prerequisites: GM127 / RLS103 / RLS105 / RLS111 / RLS113 / RLS115 / RLS121 / RLS123 / RLS125*

This class focuses on the development of the student's mixing skills and Pro Tools abilities through the completion of a capstone project and the creation of an online portfolio of their best work.

SS101 Student Success Strategies**4.0 quarter credit hours***Prerequisites: None*

This course explores the basic principles to achieve success in various settings including time and stress management strategies, study skills, professionalism, policies and procedures. Learning and communication methods will be explored in order to promote student success in school and in the workplace. Additionally, the student will learn basic word processing, presentation, and spreadsheet software skills.

SS102 Professional Success Strategies**4.0 quarter credit hours***Prerequisites: None*

This course is designed to prepare students for career success through a focus on professionalism. The course will emphasize the development of work and human resource skills and professional ethics. Students will learn how to portray professionalism in behavior, presentation, dress, and work ethic, and will also study the professional standards of their chosen industry.

VP101 Digital Image (Still Image)**4.0 quarter credit hours***Prerequisites: None*

This course will introduce students to the creation, manipulation, and optimization of digital images for use in video, film, motion graphics, and professional visual design projects. Students will explore the tools, techniques, and best practices used in the creation and modification of digital assets for implementation in professional-quality graphics.

VP102 Video Editing and Production**4.0 quarter credit hours***Prerequisites: None*

This course is an overview of the video production processes, from pre-production to post. Students will be introduced to the equipment and concepts necessary for a wide variety of projects, from broadcasting and film industries to commercials and music videos. Students will perform editing exercises and project. This course is an overview of the television and film industries, pre-production and production workflows.

VP103 Camera Techniques and Lighting**3.0 quarter credit hours***Prerequisites: VP101 / VP102*

This course gives student hands on experience with the setup and operation of Professional Video Cameras and other production equipment in a variety of environments. Topics include how to set up and create visually appealing compositions while understanding focus, white balance and iris of cameras as well as concepts related to lenses, CCDs, apertures, composition, three and four point lighting and other industry standards will be presented.

VP104 Script Writing**4.0 quarter credit hours***Prerequisites: VP101 / VP102 / VP103 / VP107*

This overview of various script types used in commercials, documentaries, fiction films, news stories, and other video productions will give students the opportunity to create their own scripts for a range of projects. The script development process, dramatic structure, and other concepts will be presented.

VP105 Visual Story Telling**3.0 quarter credit hours***Prerequisites: VP101 / VP102 / VP103 / VP107*

This course will explore how storytellers have conveyed their messages visually in art, film and media. Students will be exposed to effective visual storytelling techniques and best practices for creating storyboards, developing characters, and creating effective productions. Students will apply these concepts through research, writing and group projects to create original work,

VP106 Sound Production**4.0 quarter credit hours***Prerequisites: VP101 / VP102 / VP103 / VP107*

Students will focus on field audio, microphones, sound design, Foley, and post production audio development. Students will have the opportunity to mix audio in the field, learn the different types of microphones used for production in the industry, how to sweeten audio, create Foley, and audio post production.

VP107 Lighting and Grip**3.5 quarter credit hours***Prerequisites: VP101 / VP102*

This course will discuss and demonstrate how to use simple tools and techniques to utilize natural and artificial lighting in a variety of settings. Students will be presented with the concepts and techniques needed to evaluate and implement the appropriate lighting for different types of effects and projects.

VP108 Computer Graphics**4.0 quarter credit hours***Prerequisites: GM150 / VP101 / VP102 / VP103 / VP104 / VP105 / VP106 / VP107*

Students will be introduced to 3D animation software and the techniques used create models and manipulate objects, develop and paint textures, and simulate lighting scenarios for use in still and motion projects.

VP109 Live Production**4.0 quarter credit hours***Prerequisites: VP101 / VP102 / VP103 / VP107*

This course will present students with hands-on live production experience. Students will develop advanced skills in audio, videography, lighting and event production. Students will demonstrate and develop skills from lighting and editing to directing and troubleshooting - in real or simulated live productions.

VP114 DSLR Production**3.5 quarter credit hours***Prerequisites: VP101 / VP102 / VP103 / VP107*

The course uses Digital Single Lens Reflex still cameras and lenses to bring a low cost film look to video productions. Students will examine the features and operation of DSLR cameras, as well as the accessories that improve their usability and visual potential for video work.

VP116 Motion Graphics**6.0 quarter credit hours***Prerequisites: GM150 / VP101 / VP102 / VP103 / VP104 / VP105 / VP106 / VP107 / VP109 / VP114*

This course will present a deeper understanding of 2D and 3D tools for compositing and animation. The concepts and techniques needed to add video effects and design motion graphic like title sequences, lower thirds, and text animations will be demonstrated and explored.

VP200 Portfolio**7.5 quarter credit hours***Prerequisites: GM150 / VP101 / VP102 / VP103 / VP104 / VP105 / VP106 / VP107 / VP109 / VP114 / VP116*

Students will utilize their entire skill set to refine previous work and create new projects they can use to seek employment. Professional norms, expectations and presentation skills particular to different parts of the video production industry will be presented and explored.

Appendix A

Emergency Guidebook

Table of Contents

Introduction	56
Active Shooter	56
Lockdown	56
Fire	57
Bomb Threat.....	57
Suspicious Package	57
Emergency Notification	58
Evacuation	58
Evacuating the Disabled.....	58
Medical Emergencies	58
Reporting Crime	59
Shelter-in-Place	59
Weapons.....	59
Hazardous Materials and Radiation.....	59
Blood-borne Pathogens	59
Infectious Diseases	59
Student in Distress.....	60
Tornado/Severe Weather.....	60
Media Calls	60
Hostage Situation	61
Sexual Assault	61
Emergency Contacts & Resources	62

Introduction

This guidebook was designed to give members of the Media Institute community a ready-reference on how to respond in case of an emergency situation on or near the campus.

Campus safety is a responsibility we all share. All of us play a critical role in keeping students, faculty, and staff safe on campus. Here is how you can do your part:

- **Plan Ahead.** The time to think about what you would do in an emergency is now. Please take a few minutes to read through these procedures and consider how you would respond.
- **If you see something, say something.** Report crimes, suspicious behavior, and safety concerns to a staff or faculty member.
- **Remember – if calling 911 from a campus phone there is no need to dial 9 to get an outside line; dial 911 directly.**

Active Shooter

Quickly determine the best way to protect your life.

Evacuate if possible

- Have an escape route and plan in mind.
- Leave your belongings behind.
- Keep your hands visible to responding police officers.

Hide out

- Hide in an area out of the active shooter's view.
- Block entry to your hiding place and lock doors.
- Silence mobile phones.

Take action

- As a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the shooter.
- Act with physical aggression. Throw items at the shooter, if possible. Discharge the fire extinguisher, aiming at the shooter's eyes and nose.

CALL 911 AND USE THE INTERNAL EMERGENCY NOTIFICATION SYSTEM AS SOON AS IT IS SAFE TO DO SO.

Lockdown

An imminent threat of violence may be cause for a lockdown on all or part of campus. Some exterior doors will be locked. The goal is to limit exposure of students, faculty, and staff to danger by preventing dangerous persons from entering the building.

If a lockdown is ordered:

- Stay inside! Do not leave the building unless an imminently dangerous situation arises inside. If outside, seek shelter in the nearest building.
- Take shelter in a lockable room, if possible.
- Avoid being seen from the outside, if possible.
- Monitor text and email alerts for updates and further instructions. A description of the threat will be disseminated as soon as possible using these methods.
- Report any emergency or unusual condition to the receptionist.
- Use discretion in admitting anyone into a secured building. Require all backpacks and other bags be left outside at least 30 feet from the building. Require all persons seeking shelter to open all outer garments for visual inspection before allowing entry.
- Do not leave a secure location until receiving an "all clear" from a police officer, security officer, or a Media Institute email or text notification.

Fire

In the event of a fire on campus:

- Activate the fire alarm system by pulling a fire alarm station on your way out of the building.
- If time permits, take your personal items with you.
- If time permits, stabilize lab procedures and unplug or disable any device that could make a dangerous situation even worse.
- Leave the building via the nearest exit. Warn others as you leave.
- Close doors behind you as you leave.
- If trapped, keep the doors closed and place cloth under them to keep out smoke.
- Once outside, stay a minimum of 300 feet away from the building. Stay out of the traffic lanes. Notify emergency responders of any trapped, especially anyone with a physical disability who cannot evacuate.
- Do not enter the building for any reason until emergency responders, police, or Media Institute officials deem it safe to reenter.

Bomb Threat

Bomb threats usually come by telephone. If you receive a bomb threat call, remain calm and obtain as much information as possible from the caller:

- When will the bomb explode?
- What kind of bomb is it?
- What will cause it to explode?
- Where is it right now?
- What does it look like?
- Did you place the bomb? If not you, then who?
- Why did you place the bomb?
- How many bombs are there?
- What is your name and address?
- Call 911 and your Campus President immediately. Describe the caller's voice, any background noises you heard, and the exact wording of the message.
- Do not touch suspicious packages. Inform the police of any suspicious packages, items, or people in the area.
- Follow instructions from first responders in regards to evacuation.

Suspicious Package

- Do not open any suspicious items. If you have already opened it, remain calm.
- Call 911 and your Campus President immediately.
- Do not move the letter or package or examine it further.
- Get all people out of the area. Close the area off, if possible.
- Limit the use of two-way radios and mobile phones near the suspicious item.
- If the package is leaking a substance or powder and you came into contact with it, keep your hands away from any part of your face. Do not touch others and do not let others touch you.
- Wash your hands and arms from the elbows down in hot soapy water.
- Do not attempt to clean or cover anything that might have spilled from the package.
- Follow all instructions from emergency responders

Emergency Notification

One or more of the following methods may be used to notify the campus community of various emergency events that may impact students, staff, faculty, and visitors at the Media Institute:

- Media Institute website: www.mediainstitute.edu.
- Media Institute social media pages – Facebook and Twitter.
- Student and faculty portals
- Broadcast emails
- Broadcast text messages
- Internal Emergency Notification System

STAY INFORMED AND UP-TO-DATE: <http://www.noaa.gov/>

Evacuation

- All building occupants are required to evacuate when the fire alarm sounds or upon the order of an authorized Media Institute official.
- If time permits, stabilize lab procedures and unplug or disable any device that could make a dangerous situation even worse.
- Move to the closest exit in a safe and orderly manner. Take personal belongings with you.
- Once outside, stay a minimum of 300 feet away from the building. Stay out of the traffic lanes. Notify emergency responders of any trapped, especially anyone with a physical disability who cannot evacuate.
- Do not enter the building for any reason until emergency responders, police, or Media Institute officials deem it safe to reenter.

Evacuating the Disabled

Pre-Planning is Important. If you may need assistance evacuating in an emergency, advise your Campus President.

- Evaluate your need to identify yourself as someone who requires assistance. Some people who may need assistance have no visible disability.
- Master the skill of giving quick information on how best to assist you. Be clear and concise. If you have difficulty speaking, consider using a carry-with-you preprinted message.
- Establish a personal network consisting of people who are regularly in the same area as you. Do not depend on just one person as they may not always be available. Assess your own abilities and communicate your capabilities and limitations to those in your network.
- Determine all evacuation options and prioritize them. Consider the pros and cons of being carried, for example. You have a chance of getting out but you and/or your helpers may be injured.

Medical Emergencies

- Do not move a seriously injured person unless there is a life-threatening situation.
- Dial 911 and give your name, location, and telephone number.
- Give as much information as possible regarding the nature of the injury or illness, whether or not the victim is conscious, etc.
- Do not hang up until directed to do so by the emergency operator.
- Return to the victim; administer first aid (if you know how); keep the victim as calm and comfortable as possible.
- Remain with the victim.
- Notify the receptionist and Campus President.

Reporting Crime

All crimes should be reported to the Campus President. Media Institute personnel will respond and will call local police for assistance when necessary.

If you witness a crime in progress, dial 911. Give your name, location, and phone number. Do not hang up until the dispatcher tells you to do so. Remain at the location until police arrive on scene, unless it is not safe to do so.

Shelter-in-Place

Shelter-in-place is designed to keep you safe while indoors if dangerous environmental conditions exist, such as extreme weather or a hazardous materials release.

If a Shelter-in-Place is ordered:

- Seek shelter in an interior room with few windows.
- Close and lock all exterior doors, windows, and any other openings to the outside.
- Avoid overcrowding by using several rooms, if necessary.
- Monitor Media Institute notification systems (email blasts, text blasts, student/faculty portals, and social media).
- Report any emergency or unusual conditions to the receptionist and Campus President.
- Do not leave the building until receiving the “all clear” from police, emergency responders, or a Media Institute authorized official.

Weapons

For the safety of everyone, all types of weapons are prohibited on campus. This includes, but is not restricted to, firearms, illegal knives, ammunition, explosives, gas or spring-loaded guns, crossbows, bows and arrows, spring-type guns, slingshots, firecrackers, fireworks and cherry bombs. Anyone possessing or using any of these weapons can and will be subject to disciplinary action or arrest.

Hazardous Materials and Radiation

Media Institute does not store and/or utilize any hazardous material/solutions in any laboratory classroom. All practice pharmacology or Intravenous Therapy supplies are Demo-Doses and/or bacteriostatic water.

Blood-borne Pathogens

Should a needle stick or any incident occur exposing a student to potentially infective blood and body fluids, the following procedure should be followed:

- Notify the Clinical Instructor, follow agency/institution protocol, contact the infection control nurse, and contact your Program Chair/Lead Instructor.
- Payment for patient testing is covered by the agency/institution.
- Payment for initial student testing is covered by the school.
- Any required medical treatment such as prophylactic drug therapy should be ordered by the agency/institution infection control medical practitioner and follow acceptable CDC guidelines.
- The individual student is responsible for drug therapy costs and subsequent follow-up testing.

Students in clinical or externship coursework should use universal blood and body fluid precautions.

Infectious Diseases

Students in clinical rotations or externships may be asked to care for patients with communicable infectious illnesses. A student may not refuse this assignment unless a physician’s note specifically excluding this type of care is written and received by the Instructor and Program Chair/Lead Instructor. Appropriate personal protective equipment (PPE) should be used in any situation, regardless if the presence of an infectious disease is known or not.

Student in Distress

If you are in contact with a student who appears to be an immediate threat to his or her own safety or that of others, contact the Campus President immediately.

Quick Reference for helping Students having difficulties:

Recognize Symptoms

- Significant change in academic performance or classroom conduct.
- Unusual behavior or appearance.
- Traumatic event or change in relationships.
- Reference to suicide, homicide, or death.

Respond to the Student

- Speak privately with the student.
- Directly and candidly discuss your observations and concerns.
- Offer support and assistance.

Refer the student to a Mental Health Professional

- Be caring, firm, and straight-forward in your referral.

Tornado/Severe Weather

- A *tornado watch* is issued by the National Weather Service when tornadoes are possible in the area.
- A *tornado warning* is issued by the National Weather Service when a tornado has been sighted, or indicated by weather radar, in the area.
- Monitor local TV stations and weather websites for severe weather updates.
- Be prepared to take shelter if a tornado warning is issued.
- DO NOT PULL THE FIRE ALARM TO ALERT OTHERS, USE THE INTERNAL EMERGENCY NOTIFICATION SYSTEM.
- Stay away from windows and exterior doors.
- Move to an interior hallway for shelter
- Wait for an all-clear notification prior to returning to your work area or classroom
- If outdoors, lie in a ditch, low-lying area, or crouch near a building if shelter is not available or there is no time to get indoors.

Media Calls

The Chief Operations Officer (COO) serves as the point of contact for all media inquiries. During an emergency situation, it is especially important that reporters be directed to the Chief Operations Officer at the Corporate Office. The COO speaks on behalf of the Media Institute and has the most accurate and up-to-date information. In addition, the COO works closely with emergency responders to coordinate what information can or should be released to the general public.

When receiving any calls from media representatives, please take the following steps:

- Direct all media inquiries to the Campus President.
- To assist the COO in responding as quickly as possible, obtain the following information and forward to the COO:
 - The reporter's name and phone number.
 - The media organization he/she represents.
 - The type of information he/she is seeking.
 - The reporter's deadline.
- Regardless of the situation or what the media questions might be, never say "No Comment." A better response is "Thanks for calling. Allow me to refer you to our COO who handles media questions and he will be able to assist you."

- Never talk “off the record” with the media. Always assume that they will use any and all information they obtain in their report.

Hostage Situation

IF YOU HEAR OR SEE A HOSTAGE SITUATION:

Immediately remove yourself from any danger and call 911. Provide them with the following information:

- Location and room number of the incident.
- Number of possible hostages and hostage takers.
- Physical description and name of hostage takers, if known.
- Any weapons the hostage takers may have.
- Your name, location, and phone number.

IF YOU ARE TAKEN HOSTAGE:

- Remain calm, be polite, and cooperate with your captors.
- DO NOT attempt to escape unless there is an extremely good chance of survival. It is safer to be submissive and obey your captors.
- Speak normally. DO NOT complain and avoid being belligerent or argumentative.
- DO NOT draw attention to yourself with sudden body movements, statements, comments, or hostile looks.
- Observe the captors and try to memorize their physical traits, voice patterns, clothing, or other details that can help provide a description later.
- Avoid getting into political or ideological discussions.
- Try to establish a relationship with your captors and get to know them. Captors are less likely to harm you if they respect you.
- If forced to present terrorist demands to authorities, either in writing or on tape, state clearly that the demands are from your captors. Avoid making a plea on your own behalf.
- Try to stay low to the ground or behind cover from windows or doors, if possible.

IN A RESCUE SITUATION:

- DO NOT run. Drop to the floor and remain still. If that is not possible, cross your arms, bow your head, and stay still. Make no sudden moves that a responder may interpret as hostile or threatening.
- Wait for instructions and obey all instructions you are given.
- Do not be upset, resist, or argue if a rescuer is not sure whether you are a terrorist or a hostage.
- If you are handcuffed and searched DO NOT resist. You will be taken to a safe area where proper identification and status will be determined.

Sexual Assault

SEXUAL ASSULT DEFINED. Sexual assault is having or attempting to have sexual intercourse or sexual contact with another individual without consent. This includes sexual intercourse or sexual contact achieved by the use or threat of force or coercion, where an individual does not consent to the sexual act, or where an individual is incapacitated.

Attempted or Actual Penetrations: Having or attempting to have non-consensual vaginal, anal, or oral penetration, however slight, with any object or body part, or causing the other to touch the harasser’s private parts.

All Other Forms of Non-Consensual Sexual Contact: Having or attempting to have any non-consensual, non-accidental touching of a sexual nature. This touching can include, but is not limited to, kissing or touching the private parts of another, or causing the other to touch the harasser’s private parts.

Consent: Consent is often a critical issue in sexual assault cases. Each participant in a sexual encounter is expected to obtain and give consent to engage in all forms of sexual activity:

- Consent is an explicitly communicated, reversible mutual agreement in which all parties are capable of making a decision.

- Consent is informed, voluntary, and actively given.
- Consent exists when all parties exchange mutually affirmative words or behavior indicating their agreement to participate voluntarily in sexual activity.
- Consent may not be inferred from silence, passivity, lack of resistance, or lack of an active response alone.
- A person who does not physically resist or verbally refuse sexual activity is not necessarily giving consent.
- An individual who is physically incapacitated from alcohol or drug consumption (voluntarily or involuntarily), or is unconscious, unaware, or otherwise physically impaired is considered unable to give consent.
- Being intoxicated or impaired by alcohol or drugs is never an excuse for sexual assault, sexual harassment, or other sexual misconduct and does not diminish one's responsibility to obtain consent.
- Just because someone has consented to sex in the past does not mean that they are consenting now.

What to do in the event of a sexual assault:

- Call 911 to report the assault.
- Do not change your clothing.
- Do not shower, wash, douche, or use the toilet prior to a medical exam.
- Do not apply medications to injuries unless absolutely necessary.
- Do not disturb anything in the area where the assault occurred.
- Do not drink or chew gum.
- Do not store your clothing in anything other than a new, clean plastic bag.
- Get medical attention as soon as possible.

Emergency Contacts & Resources

Madison

Police/Fire/Medical (emergency)	911
Police (non-emergency).....	608-255-2345
Campus President (Mike Bailey).....	608-663-2000
Madison Gas & Electric (Gas emergency)	608-252-1111
Madison Gas & Electric (Power emergency)	608-252-7111

